

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, May 16, 2014

Time: 11:00am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:30 by Steve Kasten, President

II. Introductions - In attendance:(17) William Aparicio, Sampson Chan, Mark Chong, Sean Cohan, David Gershwin, Hortensia Fuentes, Irene Holguin, Misty Iwatsu, Steve Kasten, George Magallanes, Dave Mandala, Armando Martinez, Ben Phillips, Sevin Riley, Frank Rodriguez, Rick Stoff and Frank Wada.

III. Public Comment

Mark Chong, owner of the new store at 2701 N Broadway, explained his reasons for putting posters in the windows. The LA Municipal Code says no more than 10% of the windows can be covered. He needs the space behind the windows for merchandise and that the sun would fade a window display. It was pointed out that clear windows deter shoplifting. Sean Cohan from General Security offered to help with layout of the store.

Ben Phillips reported on the project which he presented last meeting designed to address health, transportation and food access. USC has resources like a mobile health assessment unit. Steve said we need a shuttle service.

David Gershwin from Clear Channel said that the city ordinance regarding outdoor signs is being upgraded. The City Council Planning Committee will hold hearings June 10. Under new regulations a percent of the profits may go to the City. He would like our support for new regulations. Misty said she would like to see copies of Oakland's sign ordinance.

IV. Approval of the minutes of April 18, 2014.

**MOTION:** Approve minutes for April 18, 2014. **Moved: Chan/2<sup>nd</sup> Holguin.** Discussion: The motion to keep assessments the same was omitted. Pete's Patio will not be a hamburger stand but a drive-through Taco Bell. **Corrected motion:** Approve minutes for April 18, 2014 with the addition of the motion to keep assessments the same for 2014-2015, which was approved unanimously and with the correction that Pete's Patio will be a Taco Bell. **VOTE: unanimous. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve announced two golf tournaments to raise money for scholarships: Monday June 23 and Friday June 27.

b. Council office – not present

c. LAPD – not present

d. Vendors Reports

i. Maintenance – Rick reported that the trees are being mulched. Chrysalis is in discussion with the new anti-graffiti vendor to match paint. We still need plastic lids to replace the metal ones that were stolen. Misty will get prices. Totals for April 2014: 1154 trash bags, 26542 pounds of trash, 353 graffiti tags, 12 bulky items, 16 pressure washing hours.

ii. Security – Sean Cohan reported totals for April 2014: 13 calls for service, 290 observations made, 303 patrol contacts made, 136 bike/foot contacts made. Vehicle patrols 50%, foot patrols 50%. Sean went to a disaster preparedness workshop. Cell phones will not work in a disaster, trucks won't be able to bring supplies. Frank Rodriguez pointed out that all schools are well stocked.

iii. Tree Watering/Trimming

Mando reported that he is watering 147 trees 3X/month with 5 gallons of water each. They take more when mulched. He is still trying to contact Aaron Thomas at Northeast Trees about two replacement trees. The others are surviving the heat.

e. Executive Board Session

i. Sidewalk vending – action item

The Report of the Chief Legislative Analyst on sidewalk vending was included in our packet. It recommends that the Council adopt in concept a citywide street vending policy. It was prepared as a result of a motion by Jose Huizar in Nov 2013. We should look at our copy of the Report and consider our position.

ii. AB 2618 – action item

A copy of the bill introduced by John Perez was included in our packet. We should read the bill to discuss next month.

iii. Clear Channel Outdoor – action item

**MOTION:** The Lincoln Heights BID supports the revision of the billboard ordinance. **Moved: Chan/2<sup>nd</sup> Mandala.** Discussion: next meeting we should have more information about other cities' sign ordinances. **VOTE: unanimous. Motion passed.**

iv. Franchise trash hauling

City is definitely going to franchise hauling. We don't know how much it will cost us but Chrysalis will no longer take trash to the transfer station – the franchisee will pick up and bill us.

v. Big Belly

**MOTION:** Approve \$3000 for Big Belly trash collector. **Moved: Chan/2<sup>nd</sup> Rodriguez.** Discussion: CD 1 will pay for half of the Big Belly solar trash collector. The Lincoln Heights Neighborhood Council has voted \$1850. We will be paying 37%. The BID, NC and CD1 will all have signs.

**VOTE: unanimous. Motion passed.**

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:15pm.

VIII. Next meeting: Friday, June 20, 2014 at 11:30am at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes

### Board of Directors

Date: Friday, April 18, 2014

Time: 11:00am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:35 by Steve Kasten, President

II. Introductions - In attendance: (16) William Aparicio, Sampson Chan, Sean Cohan, Lupe Guillen, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas Jr., Flavio Olivas Sr, Vera Padilla, Ben Phillips, Sevin Riley, Frank Rodriguez, Jose Rodriguez, Rick Stoff and Frank Wada.

III. Public Comment

Lupe Guillen from the Lincoln Park Advisory Board presented a proposal for 4<sup>th</sup> of July fireworks. The total cost would be 8-10K. They are requesting \$1850. The Plaza de la Raza has agreed to be the fiscal sponsor. Ben Phillips reported that he and Sharla are working on a project relating to public health including a farmers market, a shuttle and a food court. They are applying for a grant from USC. Vera announced that Union Bank is opening a branch at Lincoln High School on May 6.

IV. Approval of the minutes of March 21, 2014.

**MOTION:** Approve minutes for March 21, 2014. **Moved:** Chan/2<sup>nd</sup> Olivas Jr. **VOTE:** unanimous. **Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve reported that the Dollar Tree is not doing well. Someone tried to steal copper from the Wolfe & Sons building. LA Baking is for sale. The owner of KFC is taking over Pete's Patio - it will be a hamburger joint.

b. Council office

Jose said that he talked to the manager of CVS about the door being closed on Broadway. Sevin said that the manager told he would only open it after 2 when their security arrives. Jose will follow up. Jose told us about Councilman Cedillo's 50/50 program for buying a solar trash can. The cost to us is \$1500.

c. LAPD – not present

d. Vendors Reports

i. Maintenance – Rick reported that the lids on the trash cans have been stolen – the wires were cut. He suggested plastic tops that are not worth stealing. Do we need a lid? Misty will check on prices for the May meeting. Frank Wada said that Jesse Rosas asked that the property behind BiRite be cleaned out but it is not within BID boundaries. Totals for March 2014: 1152 trash bags, 26496 pounds of trash, 203 graffiti tags, 11 bulky items, 16 pressure washing hours.

ii. Security – Sean Cohan reported totals for March 2014: 8 calls for service, 332 observations made, 340 patrol contacts made, 77 bike/foot contacts made. There are a lot of transients. He is waiting for a training date for the General officers from LAPD – they had a training last year. Misty pointed out that there is a meeting of maintenance and security supervisors at City Hall May 22.

iii. Tree Watering/Trimming

Mando presented a proposal for \$30,000 for gum removal 2 times a year. Misty asked if he could do one time a year for \$15,000. Mando said he could do the whole district once for \$20,000. It is all done by hot water, no solvents.

e. Executive Board Session

1. Budget – action item

Misty reported that maintenance will go up in July from \$216,000 to \$226,000. There are three categories from which we can take 10%: Administration, District ID and Sidewalk & Beautification. Misty would like to put more money in maintenance by moving 10K from advertising and marketing. We can take \$7500 from Executive Director. **MOTION:** Move \$7500 from Executive Director, \$5000 from Marketing and Promotion, and \$5000 from Administration and put it into Maintenance – total budget \$292,500. **Moved:** Chan/2<sup>nd</sup> Padilla **VOTE:** unanimous. **Motion passed.**

**MOTION:** Approve contract with H2O Pressure Cleaning for \$30,000 for gum removal two times a year. **Moved:** Chan/2<sup>nd</sup> Olivas Sr. Discussion: Flavio asked for more information from H2O such as number of trees and which blocks were done and pictures. **VOTE:** unanimous. **Motion passed.**

2. Security – action item

**MOTION:** Approve contract with General Security as presented. **Moved:** Padilla/2<sup>nd</sup> Chan. Discussion: The revised contract was presented showing \$11,330.02 per month. Their

liability covers their actions and our liability covers ours to a maximum of 3 million. **VOTE: unanimous. Motion passed.**

3. Big Belly

Cedillo's office will pay for half of it – we would pay \$1500. We could put our logo on it. It is heavy and bolted to the sidewalk. Larchmont has thirteen of them and hasn't had a problem. It takes three years before we get a return on investment. We would do the collecting – not Sanitation.

4. Fourth of July

**MOTION:** Approve \$500 for advertising for the 4<sup>th</sup> of July Celebration at Lincoln Park conditional upon demonstration that all other funding is in place. **Moved: Kasten/2<sup>nd</sup> Padilla.** Discussion: The fireworks cost 8-10K – we question whether the PAC can acquire the funds. **VOTE: unanimous. Motion passed.**

5. Lummis Advertising

**MOTION:** Approve \$115 an ad in the Lummis Day Program. **Moved: Padilla/2<sup>nd</sup> Aparicio.** Discussion: The event is not in our district; however, an ad would promote our district. **VOTE: unanimous. Motion passed.**

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:15pm.

VIII. Next meeting: Friday, April 18, 2014 at 11:30am at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, March 21, 2014

Time: 11:00am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:30 by Steve Kasten, President

II. Introductions - In attendance:(12) William Aparicio, Sampson Chan, Sean Cohan, Hortensia Fuentes, Irene Holguin, Misty Iwatsu, Steve Kasten, Dave Mandala, Armando Martinez, Flavio Olivas Jr., Sevin Riley and Frank Wada.

III. Public Comment

Misty reported that the BID Consortium met at the Café last week.

IV. Approval of the minutes of February 21, 2014.

**MOTION:** Approve minutes for February 21, 2014. **Moved: Chan/2<sup>nd</sup> Holguin.** Misty advised the removal of the sentence regarding Armando's heart attack as not relevant. The Chrysalis stats were corrected for January as follows: 966 trash bags, 22218 pounds of trash, 259 graffiti tags, 4 bulky items, 16 pressure washing hours. **VOTE on corrected minutes: 6 ayes, 0 nays, 0 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve said that there have been no negative reports this month. The City Clerk has contacted Misty about Ron Ballesteros' complaint.

b. Council office – not present

c. LAPD – not present

d. Vendors Reports

i. Maintenance – Rick was absent but turned in a report saying that the name tags are on the shirts of the workers and the truck has a BID sign. The newsracks are being cleaned by Chrysalis. Totals for February 2014: 966 trash bags, 22218 pounds of trash, 259 graffiti tags, 4 bulky items, 16 pressure washing hours.

ii. Security – Sean Cohan, sitting in for Andy, reported totals for February 2014: 5 calls for service, 143 observations made, 219 patrol contacts made, 71 bike/foot contacts made. He said that foot patrols are now at 40%. Following up on the CVS blocking of the door on Broadway, Sean said that BID security can't sit in front of CVS in the mornings. That would mean neglecting the rest of the district. CVS doesn't seem to understand the principle that theft is deterred by open windows. CVS claims they lose \$150,000 a year to theft. Sean says he could give them some advice – Sevin is to give him the District manager's number. The BID logo is now on the cars.

iii. Tree Watering/Trimming

Mando reported that the trees are doing fine except for the one at KFC. He has tried to contact Aaron about a replacement – no word back. Frank pointed out that the City's million tree program still exists. Gum removal is most needed at Reyes juice and between Hancock and Pollo Loco. He did the whole district in 2012. Steve asked for a price on the hot spots. Tree trimming was done over the holidays.

e. Executive Board Session

i. Budget

The budget was about \$700 larger in 2014. We are down \$23,000 in collections from last year. Maintenance will go up in July. Rent is the same. To do gum removal we need to find \$30,000 in the budget. Discussion about the big belly solar trash bin with compacter. Question: should we spend money on more maintenance or on marketing – consensus was maintenance. Perhaps we could take \$7000 from promotion and \$7000 from advertising for gum removal. Misty suggested allocating \$25,000 over two years for gum removal. She will talk to Mando about that. She will find out the cost of big bellies – there is a city contribution right now. Once we have that information we can decide if we need to increase assessments. The website is not up and running yet. Flavio pointed out that once we get it running, keeping it up is the problem.

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:15pm.

VIII. Next meeting: Friday, April 18, 2014 at 11:30am at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, February 21, 2014

Time: 11:00am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:30 by Steve Kasten, President

II. Introductions - In attendance:(17) William Aparicio, Paul Bristow, Sampson Chan, Hortensia Fuentes, Irene Holguin, Misty Iwatsu, Steve Kasten, Dave Mandala, Armando Martinez, Flavio Olivas Jr., Vera Padilla, Sevin Riley, Frank Rodriguez, Jose Rodriguez, Rick Stoff, Frank Wada and Kevin Yeam.

III. Public Comment

Ron Ballesteros from LA Baking complained to Misty that he does not want to be in the BID. He wants to refuse services. Rick said that Chrysalis has been removing graffiti, sweeping the sidewalk, removing trash and weeding a little area of public property next to his. Reggie tried to talk to him. Security has been patrolling his area.

Armando said that during his heart attack he was out for 14 minutes. Irene thanked the BID for toys. Dave Mandala said that the BiRite parking lot has been cleaned up. Sampson Chan pointed out that there is a homeless group at Ave 23 and 24. Rick said there is no place for them to go. There is a program in Memphis to place them in apartments. Vera reminded us that the Sidewalk Sale is March 14, 15 and 16.

IV. Approval of the minutes of January 17, 2014.

**MOTION:** Approve minutes for January 17, 2014. **Moved: Padilla/2<sup>nd</sup> Holguin. VOTE: 8 ayes, 0 nays, 0 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve observed that the Dollar Tree, a national discount store, has opened in the old MiniMall. We would like a better mix of stores, but that building was vacant for two years. He applauded General Security and Chrysalis for their service.

b. Council office

Jose Rodriguez from CD1 said that Mel reviewed the 2004 cup for CVS and found nothing in it about the door being open on Broadway. The plot plan shows the Broadway entrance as the main entrance. Steve said he distinctly remembers the cup requirement for the Broadway door to be open. Jose will send the cup to Steve. However, for purposes of evacuation it should not be blocked and they are out of compliance. Jose will follow up with the Fire Department. He is looking into the cost of repairing and maintaining the Florence Nightingale statue in Lincoln Park. He assured us that it will not be moved to Cypress Park. Misty asked him about a crosswalk at Hancock and Broadway. DOT is studying it. Frank Rodriguez asked about the 4-6 no parking on Broadway. Jose said we should form a working group with the nc, BID and CofC. Frank R said he would like to be on it. No parking used to be 4-7 but we got it down to 4-6.

c. LAPD – not present

d. Vendors Reports

i. Maintenance – Rick reported that the problem boric acid powder is working on the cockroaches in the trash cans. A burnt trash can was replaced on the 2700 block. Misty would like 3 trash cans per block – Rick asked if we need that many. Totals for December 2013: 979 trash bags, 22517 pounds of trash, 228 graffiti tags, 14 bulky items, 16 pressure washing hours. Misty reported that Garcetti wants data so we need the stats.

ii. Security – Paul Bristow, sitting in for Andy, reported totals for January 2014: 20 calls for service, 176 observations made, 196 contacts made. He said that foot patrols are still at 30%. There were 207 removals of homeless. He observed that CVS has blocked their windows which is counterproductive, as thieves can be seen when the windows are clear. The officers have name tags now. Andy is working on new signs that say BID on the cars.

iii. Tree Watering/Trimming

Mando reported that the trees were watered 3X in January and the planters 2X per week. He advised that both trees and planters need mulch to retain moisture. The tree at 2633 may need to be replaced. Aaron will come by and look at it – trees are free from NE Trees. Plants in planter in front of KFC need replacement.

e. Executive Board Session

i. Security Contract review

Kevin Yeam explained the new Security Service Agreement with General Security. It is the same as the North Figueroa Association agreement except for the hours of service. Under this agreement if General Security does something wrong, we are not liable. Under the old contract we were. We are insured in their policy as additional insured and the BID also has insurance. We have general liability and director and officers coverage. This is not the final version but substantially correct. GSS has accepted 80% of the new agreement and 20% is still being negotiated. Steve said that suing businesses has become a racket. **MOTION:** Approve Security Service Agreement as submitted to General Security. **Moved: Wada/2<sup>nd</sup> Rodriguez. VOTE: 8 ayes, 0 nays. Motion passed.**

ii. Trash receptacles

Jose Rodriguez suggested solar powered big belly trash can compactors. Frank W said they are designed for high volume areas. When they are full they send a signal to pick up. Discussion of the contracting of trash pickup by the City. Misty said we will discuss the possibility of new trash cans next meeting.

iii. New board members

**MOTION:** Appoint two new board members Dave Mandala and Frank Rodriguez. **Moved: Wada/2<sup>nd</sup> Padilla. VOTE: 8 ayes, 0 nays. Motion passed.**

f. Financials

The profit and loss budget vs actual for January –December 2013 was included in our packet. It shows total expenses of \$508,357.84 and budget of \$622,022.28. Net ordinary income was \$508,257.84.

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:00pm.

VIII. Next meeting: Friday, March 21, 2014 at 11:30am at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, January 17, 2014

Time: 11:00am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order after luncheon at 11:30 by Steve Kasten, President

II. Introductions - In attendance: (15) William Aparicio, Sampson Chan, Sean Cohan, Hortensia Fuentes, Mel Iloin, Misty Iwatsu, Steve Kasten, Steve Mandala, Flavio Olivas Jr., Vera Padilla, Andy Paterson, Sevin Riley, Frank Rodriguez, Rick Stoff and Frank Wada.

III. Public Comment

Sevin announced a fundraiser at HM157 on Saturday night. Frank said that the Hollenbeck Police Advisory Board is looking for community members.

IV. Approval of the minutes of November 15, 2013. **MOTION:** Approve minutes for November 15, 2013. **Moved: Padilla/2<sup>nd</sup> Aparicio. VOTE: 6 ayes, 0 nays, 0 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report- Steve thanked our vendors for their efforts.

b. Council office Mel Iloin present

c. Vendors Reports

i. Maintenance – Rick reported that the problem of cockroaches is being handled by wire grates in the trash cans and boric acid powder. He was asked about name tags for the workers – he said he will look into it. Chrysalis has finished mulching the trees which Mando had started. Reggie is coordinating with the City graffiti paint-out group. Totals for December 2013: 979 trash bags, 22517 pounds of trash, 228 graffiti tags, 14 bulky items, 16 pressure washing hours.

ii. Security – Andy reported totals for December 2013: 3 calls for service, 280 observations made, 283 contacts made. He said that foot patrols are at 30%. There is the ongoing problem of how to remove homeless. It is illegal to remove their stuff. The most the officers can do is to ask them to relocate unless there is a safety hazard. Frank says the Veterans Administration has a homeless team for homeless vets. Sevin said it's a process of triage – why are they homeless? Andy said it is difficult to get business owners to sign the trespass authorization letter. We would like the signs on the cars to more prominently indicate the BID. Andy bought magnetic signs but had to replace 3X in a year. CVS has blocked the Broadway door– big windows you can see in deter crime. Mel will look into original conditional use permit for CVS.

iii. Tree Watering/Trimming

Mando is out of the hospital after his heart attack and is now watering the trees but was not present at the meeting.

d. Executive Board Session

i. Security Contract review

The Security Service Agreement with GSS was included in the packet. Misty said that they are in their second revision with the lawyer. They will be meeting next Tuesday.

ii. Elected Officers

Misty presented the voting results for board members as follows: Steve Kasten, 12; Flavio Olivas, 11; Stella Kim, 13; Sampson Chan, 12; Vera Padilla, 11; William Aparicio, 11; Irene Holguin, 11; Sevin Riley, 11; Frank Wada, 12. The officers will remain the same.

VI. Other business

Misty said there is a need for two other signatories on the bank account, since Steve and William are not always available. **MOTION:** Add Frank Wada and Martha Riley as signatories to the bank account Add Misty Iwatsu as account custodian for information and custodial purposes. **Moved: Padilla/2<sup>nd</sup> Olivas. VOTE: 6 ayes, 0 nays. Motion passed.**

Misty asked our preference on the color of new street furniture: green. The trash cans cost \$1000 from Victor Stanley They are expensive but heavy-duty and can be bolted. Misty will price some other brands.

VII. Adjournment

Meeting adjourned at 1:00pm.

VIII. Next meeting: Friday, February 21, 2014 at 11:30am at the Café in the Heights.



# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, November 15, 2013

Time: 11:00am to 1:15pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order after luncheon at 11:30 by Steve Kasten, President

II. Introductions - In attendance:(20) William Aparicio, Reggie Cannon, Sean Cohan, Richard deLong, Hortensia Fuentes, Maria Gomez, Robert Gross, Irene Holguin, Misty Iwatsu, Steve Kasten, Steve Mandala, Mario Marrufo, Vera Padilla, Andy Paterson, Sevin Riley, Frank Rodriguez, Yea Jin Shin, Rick Stoff, Frank Villalobos, and Frank Wada.

III. Public Comment

Irene asked for help with Arroyo Vista's annual toy drive. She also gave an informative description of the Affordable Care Act. Arroyo Vista will be offering ACA101 classes.

Frank Villalobos described plans for a streetcar down Broadway initially going to the hospital on Griffin. He believes it will spur economic revitalization. They are acquiring a historic streetcar through the efforts of Bob Gross.

IV. Approval of the minutes of September 20, 2013. **MOTION:** Approve minutes for September 20, 2013

Discussion: There was no quorum at the meeting on October 18, so there are no minutes. **Moved: Aparicio/2<sup>nd</sup> Padilla. VOTE: 6 ayes, 0 nays, 0 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve said that he is proud of the BID and thinks it improves our image.

b. Vendors Reports

i. Maintenance – Rick said that Reggie is working on a special screen for the bottom of the cans and boric acid to get rid of cockroaches. Totals for 2012: 11,652 trash bags, 267,996 pounds of trash, 2828 graffiti tags, 153 bulky items, 192 pressure washing hours. For 2013: 11,640 trash bags, 267,720 pounds of trash, 2898 graffiti tags, 156 bulky items, 192 pressure washing hours.

ii. Security – Totals for 2013: calls for service 123 (down from 184), observations made 2170 (down from 836), contacts made 2277 (up from 702). Andy said that the officers are going out and making contacts – more contacts reduce crime. The officers have engaged in joint training with LAPD at the NE Station. Foot patrols are now at 40%.

iii. Tree Watering/Trimming

Mando had a heart attack this morning. He is in the county hospital. He had submitted his report for December. All trees are watered 3X per month and planters watered 3X/week. Both trees and planters need mulch.

d. Executive Board Session

i. Annual Planning 2014

Misty presented the Annual Planning Report for the Lincoln Heights Business Improvement District which must be approved by December. There were some changes in Appendix A estimated expenditures: increases in Security and Maintenance and decreases in District Identity, City Fees and Reserve.

**MOTION:** Adopt the Annual Planning Report with changes. **Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: 6 ayes, 0 nays. Motion passed.**

e. Financial Report

Profit and Loss Budget vs Actual Report for January through December 2013 included in the packet. It shows expenditures of 81% of budget and total income of \$622,022.28.

VI. Other business

1. **MOTION:** Approve \$1000 for advertisement for Arroyo Vista. **Moved: Aparicio/2<sup>nd</sup> Wada. VOTE: 6 ayes, 0 nays. Motion passed.**

VII. Adjournment

Meeting adjourned at 1:15pm.

VIII. Next meeting: Friday, January 17, 2014 at 11:30am at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, September 20, 2013

Time: 11:30am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:35 by Steve Kasten, President

II. Introductions - In attendance:(10) William Aparicio, Misty Iwatsu, Steve Kasten, Stella Kim, Armando Martinez, Vera Padilla, Andy Patterson, Sevin Riley, Rick Stoff, and Frank Wada.

III. Public Comment

Vera aid that the Directory is done – 13,000 copies printed. Perhaps Reggie can have them passed out to businesses. Stella announced the Sharing Festival on October 12-13. This year it has a public safety theme – local organizations will receive grants.

IV. Approval of the minutes of May 17, 2013. **MOTION:** Approve minutes for May 17, 2013. **Moved: Aparicio/2<sup>nd</sup> Padilla. VOTE: 6 ayes, 0 nays, 0 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve said that a streetcar is being planned from the Staples Center North on Broadway to Lincoln Heights with 22 cars and costing 200 million.

b. Vendors Reports

i. Maintenance – Rick and Andy both reported no action on hats with BID logo – will report back next month. With a combined order they will cost less. The Sidewalk Sale is coming up – extra cleanup. Also for the Christmas Parade on December 8 the schedule will be switched so it is sparkling for the Parade. Reggie wants to put screens on the bottom of the trash cans. He will send information to Misty. Summary for May: 985 trash bags removed, 22655 pounds trash removed, 232 graffiti tags painted out, 12 bulky items removed, 16 pressure washing hours performed.

ii. Security – Andy said foot patrols are now at 40%, which is the goal. May totals: 6 patrol calls for service, 264 patrol observations made, 270 Patrol BID contacts made, 3.5 minutes average response time. Vera asked for 1 bike patrol for Sidewalk Sale and also for the Christmas Parade. Andy will get a price for an additional bike for the Parade from 11-2 and the Sidewalk Sale from 9-6. He said he is restarting the feedback forms to businesses – they only get 20% response rate.

iii. Tree Watering/Trimming

Mando reported that we need to replace one tree at Downey. He had a gardener look at the little palms – some of them look dead but will come back. The big trees get 5-8 gallons. They need pruning. Somebody is pruning the ficuses on Daly. Solana gave an estimate of \$3250 for 96 trees.

d. Executive Board Session

i. Budget

1. Halloween and Christmas

**MOTION:** Approve up to \$2600 for 5000 Halloween bags. **Moved: Padilla/2<sup>nd</sup> Wada. VOTE: 6 ayes, 0 nays. Motion passed.**

**MOTION:** Approve \$1000 for Entrepreneurial Dinner. **Moved: Aparicio/2<sup>nd</sup> Wada. VOTE: 6 ayes, 0 nays. Motion passed.**

**MOTION:** Approve \$1000 for printing for Holiday Parade. **Moved: Wada/2<sup>nd</sup> Padilla. VOTE: 6 ayes, 0 nays. Motion passed.**

ii. Final Election Slate

**MOTION:** Approve Election Slate of Steve Kasten, Frank Wada, William Aparicio, Sevin Riley, Irene Holguin, Vera Padilla, Stella Kim, Flavio Olivas.

**Moved: Wada/2<sup>nd</sup> Padilla. VOTE: 6 ayes, 0 nays. Motion passed.**

iii. Security Contract Review

**MOTION:** Approve \$3250 for pruning 96 trees and removal of 2 dead trees if they are dead. **Moved: Padilla/2<sup>nd</sup> Wada. VOTE: 6 ayes, 0 nays. Motion passed.**

**MOTION:** Authorize the expenditure of up to \$3000 by the President for unexpected costs and up to \$1500 by the Executive Director for unexpected costs. **Moved: Padilla/2<sup>nd</sup> Wada.** Discussion: Misty pointed out that in the dry spell over the summer the trees needed watering and we were on break so she needed the authority. Any extra expenditures of this sort will come out of the appropriate budget. **VOTE: 6 ayes, 0 nays. Motion passed.**

iii. Security Contract Review

Misty said that the lawyer only charged \$149/hour for the review, since it was in conjunction with the North Figueroa Assn. We paid \$770, less than half his usual fee of \$400/hour. The old contract was not in our best interests – we would have to pay if they were sued. We are now paying month to month without a contract.

iv. Annual Planning 2014

The Annual meeting will be held at 11am on November 22 at the Café in the Heights.

e. Financial Report

Profit and Loss Budget vs Actual Report for January through December 2013 included in the packet. Misty said we got a grant of \$5000 from DWP.

VI. Other business

1. **MOTION:** Approve \$8000 to install and remove Holiday street decorations. **Moved: Wada/2<sup>nd</sup> Padilla. VOTE: 6 ayes, 0 nays. Motion passed.** Misty suggested spending \$50,000 on street furniture next year.

VII. Adjournment

Meeting adjourned at 1:15pm.

VIII. Next meeting: Friday, October 18, 2013 at 11:30am at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, May 17, 2013

Time: 11:30am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:35 by Steve Kasten, President

II. Introductions - In attendance:(17) William Aparicio, Ruben Chavez, Stephanie Espinoza, Hortensia Fuentes, Irene Holguin, Misty Iwatsu, Steve Kasten, Stella Kim, Armando Martinez, Flavio Olivas Sr, Flavio Olivas Jr, Vera Padilla, Andy Patterson, Sevin Riley, Rick Stoff, Martha Velazquez and Frank Wada.

III. Public Comment

Irene told us that Arroyo Vista was audited by the Health Department and it went well. Twenty-five students from Lincoln went to Arroyo Vista for a tour.

IV. Approval of the minutes of April 18, 2013. **MOTION:** Approve minutes for April 18, 2013. **Moved: Holguin/2<sup>nd</sup> Wada.** Discussion: Andy pointed out that the minutes incorrectly stated that security officers remove property belonging to the homeless from private property. Actually, officers ask the homeless to remove it. General Security has no storage facilities. **VOTE on corrected minutes: 6 ayes, 0 nays, 0 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve said that the streets are looking good and predicted that as the economy improves, businesses will also.

b. Vendors Reports

i. Maintenance – Rick reported that Reggie is working on weeds. A planter has been relocated in front of KFC. Should the workers have hats? Yes, with BID logo. Arrangements have been made to help out at the next Sidewalk Sale June 7, 8 and 9 as usual. Summary for April: 969 trash bags removed, 22287 pounds trash removed, 215 graffiti tags painted out, 9 bulky items removed, 16 pressure washing hours performed.

ii. Security – Andy asked if officers should have hats also. Yes with BID logo on it and the word Security. Foot patrols are now at 35%; the goal is 40%. April totals: 220 patrol observations made. Other totals not in the packet. Stephanie said that students have been smoking marijuana behind East West Bank on a regular basis at 5:30pm. Andy will send an officer around

iii. Tree Watering/Trimming

Mando reported that three planters are flooding and will have to be cleaned out. Otherwise planters are doing well. Solano tree trimming gave him an estimate but it was for all trees and we need selected trees pruned. He has asked Solano for a revised estimate. Misty requested the new estimate by next meeting. Steve agreed to walk with Ruben to examine trees before the next meeting.

iv. Gum removal.

iv. Gum removal

Mando said that the gum removal was completed last month.

d. Executive Board Session

i. Budget

1. Review

**MOTION:** Look into using the lawyer for the North Figueroa Association and sharing costs. **Moved: Aparicio/2<sup>nd</sup> Wada.** Discussion: Misty said that a lawyer is looking into the security contract for the North Figueroa Association; she recommended that we have him look at our contract with General Security also which would reduce the cost. Misty does not have a cost estimate but should know by next Tuesday. The lawyer will negotiate and amend the contract as needed. Andy said the lawyer

should mark up changes and submit them to him. **VOTE: 6 ayes, 0 nays. Motion passed.**

2. 2014 Assessment increase

Our budget in 2011 and 2012 was \$599,083. Last year we raised assessments for 2013 to \$622,022. **MOTION:** Increase the annual assessments by 2% for 2014. **Moved: Wada/2<sup>nd</sup> Padilla.** Discussion: Misty said that the cost for security increased \$2500/month when General Security went to 24 hours a day 5 days a week. Maintenance will go up 2% for Chrysalis. The total for maintenance is \$211,434 including tree watering and gum removal. Liability insurance went down when we changed companies. We contribute \$2600 for bags of candy on Halloween and \$1000 for Christmas Parade flyers. We wanted to buy 6 more planters at \$1000 each. We won't know until the end of July how much the City will charge for collection. Steve said there are a lot of unknowns. Misty suggested we have a 2-day music festival simultaneously with the Sidewalk Sale in October. **VOTE: 6 ayes, 0 nays. Motion passed.**

e. Financial Report

Profit and Loss Budget vs Actual Report for 2011, 2012 and 2013 included in the packet.

VI. Other business

1. **MOTION:** Add Young Nak and Arroyo Vista representatives to the board roster. **Moved: Aparicio/2<sup>nd</sup> Wada** Discussion: Misty said that their applications had not been received by last meeting, but now have been received. **VOTE: 6 ayes, 0 nays. Motion passed.**

VII. Adjournment

Meeting adjourned at 1:45pm.

VIII. Next meeting: Friday, June 21, 2013 with lunch starting at 11:00am; Board meeting at 11:30. Last meeting before summer break.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, April 19, 2013

Time: 11:30am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, Los Angeles 90031

I. Call to Order: Meeting called to order at 11:45 by William Aparicio, Treasurer

II. Introductions - In attendance:(11) Hortensia Fuentes, Misty Iwatsu, Steve Kasten, Grace Lee, Armando Martinez, Flavio Olivas, Vera Padilla, Andy Patterson, Sevin Riley, Rick Stoff and Frank Wada.

III. Public Comment - none

IV. Approval of the minutes of March 15, 2013. **MOTION:** Approve minutes for March 15, 2013. **Moved: Wada/2<sup>nd</sup> Riley.** Discussion: Steve pointed out that the minutes were not dated. **VOTE on corrected minutes: 4 ayes, 2 abstentions. Motion passed.**

V. Discussion and Action Items

a. President's Report - none

b. Vendors Reports

- i. Maintenance – Rick reported that last Tuesday trash cans were overturned but they have been righted. There has been a slight seasonal increase in trash. Reggie went to see Robert at the Laundromat at 3016 N Broadway, who had complained about graffiti. There wasn't much graffiti. Arrangements will be made to help out at the next Sidewalk Sale June 7, 8 and 9 as usual. Summary for March: 1028 trash bags removed, 23644 pounds trash removed, 221 graffiti tags painted out, 12 bulky items removed, 16 pressure washing hours performed.
- ii. Security – Andy said in the light of the Boston attack, we should keep our eyes open. There have been increases in panhandling and transients. If property of the homeless is on private property, officers can remove it – if on public property, they can't. Homeless people have been moved out of downtown and are coming here. Foot patrols are now at 30%; Andy wants to go up to 40%. At night the officers stay in the vehicles. Bike patrols are at 0% because there need to be two officers on bikes. Additional language has been added to the security agreement: "General Security Inc agrees to add client as additional insured on General Liability but only with respect to our negligence," which protects the BID from acts of employees; not acts of others. There has been a change in reporting – now all contacts with transients, etc are reported, instead of just incidents, so the numbers have gone up. March totals: 4 patrol calls for service, 196 patrol observations made, 200 Patrol BID contacts made, 0 patrol arrests made, 3.5 graffiti tags logged and reported.
- iii. Tree Watering/Trimming  
Mando reported that he is watering the trees three times a month, or every 9 to 10 days. There are 140 trees. He is trying to get an estimate from Solano on pruning. Only three merchants do any watering – Kasten Realty, Victorias Fashion and Aparicio Tax Preparation. Someone stole the planter at Sichel and Broadway. This is not the first time – perhaps it should be moved. Possible new location – in front of Palace Bakery where there used to be a tree. Misty raised the possibility that we could use the California Conservation Corps for tree watering, but they charge more than H2O and we are happy with Mando.
- iv. Gum removal.  
Mando reported that the gum removal has been completed for the second and last time for this year. Discussion about whether to do it twice again this year or reduce to once.

d. Executive Director Report

i. Budget

The Budget shows net income of \$443,086.76 for 2012 and 499,718.86 for 2013. We are within budget. By next month we need to vote on whether to increase assessments – last year we increased. Security went up last year, maintenance will go up this year by 2% for Chrysalis. The City Clerk got audited by the Controller, who recommends that the City Clerk receive 100% of their costs, instead of 50%. We now pay \$19,000 – may go up to \$38,000. We may have to spend more in the future if trash removal goes to a franchise. We are now paying for trash bags, which the city used to pay for. Misty said we can shuffle around our money and not have to increase assessments. We would like to increase planters and maintenance as well as promotion. We could take 5,000 each from advertising and marketing. **MOTION: Reduce gum removal to one time a year and use the funds for pressure washing. Moved: Padilla/2<sup>nd</sup> Wada.** Discussion: Gum removal twice a year costs \$25,000/year; pressure washing costs \$19,200. **VOTE: 6 ayes, 0 nays. Motion passed.** **MOTION: Keep annual assessments the same. Moved: Padilla/2<sup>nd</sup> Wada.** Discussion: We have had only one increase in three years. **VOTE: 6 ayes, 0 nays. Motion passed.**

ii. Elections update

Misty reported that 8 nomination forms have been received for the following board members: William Aparicio, Flavio Olivas, Vera Padilla, Frank Wada, Song Choi, Sampson Chan, Sevin Riley and Steve Kasten. **MOTION: Approve the slate including all names submitted. Moved: Wada/2<sup>nd</sup> Padilla.** Discussion: Misty pointed out that we can add new members later. **VOTE: 6 ayes, 0 nays. Motion passed.**

iii. Councilman Presentation

Misty showed us the kayak paddle which will be presented to Ed Reyes at a City Council meeting, date as yet undetermined. Discussion about inscription to go on the paddle – shouldn't be too long. The wording will be: Councilman Ed P Reyes Thank you for all that you have done for the Lincoln Heights Benefit Association of Los Angeles and for opening up the Los Angeles River.

d. Financial Report

i. Financial statements

Profit and Loss Budget vs Actual Report for January through December 2013 included in the packet.

VI. Other business

1. **MOTION: Approve \$300 for a quarter-page color ad in YNOT Foundation fundraising dinner program. Moved: Wada/2<sup>nd</sup> Padilla.** Our **VOTE: 6 ayes, 0 nays. Motion passed.**

VII. Adjournment

Meeting adjourned at 1:45pm.

VIII. Next meeting: Friday, May 17, 2013 at 11:30am to 1:00pm at the Café in the Heights

- I. General Meeting- Call to Order 11:44
- II. Introductions
- III. Public Comment
  - Few Comments
- IV. Approved Minutes of
  - a. January 18, 2013
  - b. February 22, 2013
- V. Discussion and Action Items:
  - a. Presidents Report
  - b. Council Office- not present
    - i. Spring St. Bridge- Discussion
  - c. Vendors Reports
    - i. Maintenance- Reported
    - ii. Security- Reported
    - iii. Tree Watering/ Trimming
    - iv. Gum removal
  - d. Executive Director Report
    - i. Budget- 2014 Assessment Increase to be discussed next meeting
    - ii. Elections Update- nomination forms sent out, to be returned by next meeting
    - iii. Next Months meeting, April 18
  - e. Financial Report
    - i. Financial Statements
- VI. Other Business
- VII. Adjournment
- VIII. Next Meeting: Meeting- April 18, 2013, 11:30 am-1:00 pm at Café in the Heights.



# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, February 22, 2013

Time: 11:30am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:50 by Steve Kasten, Chair

II. Introductions - In attendance:(11) Hortensia Fuentes, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas, Vera Padilla, Andy Patterson, Julio Reyes, Sevin Riley, Rick Stoff and Frank Wada.

III. Public Comment

Vera reported that the unlicensed sidewalk vendors are causing problems. Flavio pointed out that the new post for the traffic signal at Sichel and Broadway is in the middle of the sidewalk, interfering with pedestrians. **MOTION:** LHBA finds the placement of the pole for the traffic light at the NorthWest corner on the Broadway side at Sichel and Broadway to be a safety hazard. It interferes with the visibility of the storefronts. **Moved: Olivas/2<sup>nd</sup> Padilla.** Discussion: Marisol explained to the Neighborhood Council the difficulty in the placement. Normally it would not be put there, but the Councilman wanted it done speedily. **VOTE: 6 ayes, 0 nays. Motion passed.**

IV. Approval of the minutes of January 18. Minutes not received; will be approved at next meeting.

V. Discussion and Action Items

a. President's Report

Steve brought up the problem of theft of plants from the planters. Andy advised us that if his officers see the theft they can make a citizens arrest. Anyone who sees the theft should call General Security immediately.

b. Vendors Reports

i. Maintenance – Rick reported that Reggie is mulching the tree wells. Mando said that helps to hold the water. Steve suggested name tags so we could identify the workers. Summary for December: 91 trash bags removed, 20953 lbs. trash removed, 272 graffiti tags removed, 24 bulky items removed, 16 pressure washing hours performed.

ii. Security – Andy said trespassing is up. Mostly the officers chase them off. Gang activity has been low. Misty requested that by April the percentage of foot patrols increase to 35%. Flavio described a homeless woman who acts aggressively. Vera requested that an officer visit Martinez and Martinez Realty. January totals: 2 patrol calls for service, 60 patrol observations made, 66 Patrol BID contacts made, 2 patrol arrests made, 0 graffiti tags logged and reported.

iii. Tree Watering/Trimming Mando is having trouble finding licensed arborists to make estimates for the pruning. They have to pull the permits from the City. Currently the trees are watered 3X/month. The tree by the Palace Bakery can't be replaced due to interference underground. The planters are planted except for two. They have a palm in the middle and annuals around the edges. Mando will call Misty to discuss the need for watering. Mando is watering them twice a week now. They will need more – up to three times a week. The annuals should last 2-3 months. **MOTION:** Approve watering of the planters up to three times a week to be adjusted on a week by week basis. **Moved: Kasten/2<sup>nd</sup> Olivas.** Discussion: Misty said that would cost \$16,000 more to water 3X/week. **VOTE: 6 ayes, 0 nays. Motion passed.** Misty asked if we would prefer to pay more for additional planters in order to match them. The consensus is to match them. The plan is to gradually add planters and trash cans as finances permit.

iv. Gum Removal- no report

c. Executive Director Report

i. Election update

Misty has been waiting for the nomination forms to be returned.

ii. Bylaw changes

Misty suggested that Bylaws Article 5 Directors (a) Authorized Number be changed from 9 to 6 since we have trouble getting quorum. **MOTION:** The authorized number of Directors of the Corporation shall not be less than 6. **Moved: Padilla/2<sup>nd</sup> Wada. VOTE: 6 ayes, 0 nays. Motion passed.**

Misty suggested that we change the term of the Directors from two years to three. **MOTION:** Change the Board terms from two years to three. **Moved: Padilla/2<sup>nd</sup> Wada.** Discussion: the change would save on the cost of sending out mailings. **VOTE: 6 ayes, 0 nays. Motion passed.**

d. Financial Report

i. Financial statements Profit and Loss Budget vs Actual Report for Jan.- Dec 2013 included in the packet.

VI. Other business

Misty is part of a task force to help Alpha BIDs from being eliminated. **MOTION:** LHBA supports the Alpha Alliance Task Force in drafting legislation regarding the formation of Alpha BIDs.

**Moved: Wada/2<sup>nd</sup> Padilla.** Our BID was formed under the Alpha BID rules, because we have a high poverty rate. If we were to be recertified under the PBID rules we would have to get 51% approval for both steps of the process, which is more difficult. The City Attorney no longer recognizes Alpha BIDs. **VOTE: 6 ayes, 0 nays. Motion passed.**

Steve pointed out that the Chamber Installation Dinner is Thursday. Ed Reyes will be present. Since he will be leaving office in March, now would be the time to express our appreciation. Vera suggested a kayak paddle instead of a plaque since he likes to kayak the LA River. **MOTION:** Approve up to \$300 for a paddle for Ed Reyes engraved with an appreciation message, to be presented at the Chamber Installation Dinner. **Moved: Padilla/2<sup>nd</sup> Olivas. VOTE: 6 ayes, 0 nays. Motion passed.**

Steve noted that he will attend a meeting on the USC expansion on March 13.

Rick reminded us that Chrysalis is also a temp agency – referrals would be appreciated.

VII. Adjournment Meeting adjourned at 1:26pm.

VIII. Next meeting: Friday, March 15, 2013 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors 1/18/13

Date: Friday, January 18, 2013

Time: 11:30am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:49 by Steve Kasten, Chair

II. Introductions - attendance:(12) William Aparicio, Milad Hanna, Misty Iwatsu, Steve Kasten, Jack Kim, Armando Martinez, Flavio Olivas, Vera Padilla, Andy Patterson, Sevin Riley, Marisol Salguero and Rick Stoff.

III. Public Comment

Milad Hanna announced that his Valero gas station is now Sinclair. Vera announced that the Chamber will be having Jackie Lacey as a speaker on January 31. Marisol from CD1 said that the Spring Street bridge widening will take about 3 years in all. The traffic signal at Sichel and Broadway is under construction. Chinese New Year is February 16; the Firecracker Bike Ride and Run is the following week, February 23-24. The LAPD Civilian Academy will be held March 12 at the Montecito Heights Rec Center. It is a 10 week course for civilians about police procedures.

IV. Approval of the minutes of November **MOTION:** Approve minutes of November 16, 2012. **MOVED: Padilla/2<sup>nd</sup> Olivas.** Discussion: Typo under Maintenance – the word 'write' should be 'wire'. **VOTE to approve with correction: 5 ayes, 0 nays. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve advised us that the tenants at the Lincoln MiniMall will be leaving as the owner wants the building to be one business. The BiRite owner says he has a tenant lined up. The 3303 Broadway project appears to be on hold.

b. Vendors Reports

Maintenance – Rick reported that Reggie is painting the tops of some of the trash cans. He is doing more cleaning at the bus stops, especially Daly and Broadway, although that is technically CBS's responsibility. Marisol said she will send an email to remind them. Summary for December: 992 trash bags removed, 22816 pounds trash removed, 201 graffiti tags painted out, 11 bulky items removed, 16 pressure washing hours performed.

Security – Andy said that a couple of new officers have been trained. He has been contacted by LAPD regarding their annual training. The officers' cell phones have been upgraded for quicker dispatching. There has been an increase in public drinking. December totals: 20 patrol calls for service, 15 patrol observations made, 12 Patrol BID contacts made, 0 patrol arrests made, 3 graffiti tags logged and reported.

Tree Watering/Trimming-Mando reported that the trees are getting rain, so they need less watering. Missing trees have been replaced except the one at Downey Playground. Flavio suggested more flowers in the treewells. Mando will look into it. Mando found out the cost of replacement trash cans - \$900. The planters are \$655 each. The plan is to gradually add to the trash cans east on Broadway and on Daly, as finances permit. Marisol said that CD1 can help out with the cost of planters.

Gum Removal-Mando said that gum removal will be finished off next month.

c. Executive Director Report

i. Christmas Parade Printing

The BID agreed last year to pay for printing for the Christmas Parade Report.. **MOTION:** Approve \$1000 to the Chamber of Commerce to pay for printing for the Christmas Parade. **Moved: Padilla/2<sup>nd</sup> Olivas. VOTE: 5 ayes, 0 nays. Motion passed.**

ii. Election update

Misty passed out the nomination form in the packet. Due date is January 28.

d. Financial Report

i. Financial statements

Profit and Loss Budget vs Actual Report for January through December 2012 included in the packet.

VI. Other business

The annual storage contract is up for renewal. **MOTION:** Approve \$450 a month for storage at the existing place and additional \$185 a month for storage provided by Mercedes Hernandez. **Moved: Olivas/2<sup>nd</sup> Kim.** Discussion: the new storage is located next door to the old. We will need more storage for the trash cans and planters. **VOTE: 5 ayes, 0 nays. Motion passed.**

VII. Adjournment Meeting adjourned at 1:30pm.

VIII. Next meeting: Friday, February 15, 2013 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, November 16, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Lunch

II. Call to Order: Meeting called to order at 11:30 by Steve Kasten, Chair

III. Introductions - In attendance:(13) William Aparicio, Reggie Cannon, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas, Vera Padilla, Andy Patterson, Shane Pryor, Jesse Rosas, Sevin Riley, Rick Stoff and Frank Wada.

IV. Public Comment - none

V. Approval of the minutes of October 19, 2012. **MOTION:** Approve minutes of September 21, 2012.

**MOVED: Aparicio/2<sup>nd</sup> Olivas. VOTE: 5 ayes, 0 nays. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve reported that he continues to see a favorable response to cleanup and security.

b. Vendors Reports

i. Maintenance – trashcan tops are cleaned with Simple Green. The City has taken away the write metal trash cans. The workers from Chrysalis are graduating, moving on to more responsibility. Year end totals: 11,6562 trash bags removed, 267,996 pounds trash removed, 2828 graffiti tags painted out, 153 bulky items removed, 192 pressure washing hours performed. Eleven Chrysalis workers worked in Lincoln Heights in 2012

ii. Security –Stats for October, 2012: 5 patrol calls for service, 52 patrol observations made, 59 patrol contacts made, 1 arrest made, 3.5. minutes average response time, 14 bike contacts made, 6 graffiti tags reported. It's better to call the 800 number than the officers cell, because then it gets recorded.

iii. Tree watering/trimming

Armando reported that the trees need trimming again. Geraniums and mums were planted in the little planters at E\$B Clothing. The plants in the planters need watering 2-3 times a week. Three trees are missing. Misty needs to know the manufacturer of the planters we have – we should match them. The little palms were \$12. Misty requested flowers around the palms. The district should look uniform. Steve said that some business people are starting to take ownership of the planters.

iv. Gum Removal

Armando reported that he started gum removal at Downey Playground.

c. Executive Director Report

i. Annual Planning Report Approval

The district is expected to have a surplus of \$61,678 from the 2012 fiscal year. Total expenditures: \$693,214. Estimated expenditures: \$690,715. We have not increased our expenditures for a couple of years. We are waiting for a disbursement from the City of \$660,000. **MOTION:** Approve the Annual Planning Report for 2013. **Moved:**

**Aparicio/2<sup>nd</sup> Olivas. Vote: 5 ayes, Motion passed.**

ii. Election plans

Misty said in January the election process will begin.

d. Financial Report

i. Financial statements

Misty presented the Profit and Loss Budget vs Actual, showing a budget of \$599,083.

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:17pm.

VIII. Next meeting: Friday, January 17, 2013 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, October 19, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:46 by Steve Kasten, Chair

II. Introductions - In attendance:(11) William Aparicio, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas, Shane Pryor, Jaime Rangel, Sevin Riley, Rick Stoff and Frank Wada.

III. Public Comment

Marisol from CD1 said that they are looking for community projects for emergency preparedness. The Fire Dept and CERT are in charge. They are working on a plan, which will be ready in November. People can get bulky item pickup on line at the Sanitation website or by calling (800) 773-2489.

IV. Approval of the minutes of September 21. **MOTION:** Approve minutes of September 21, 2012. **MOVED: Wada/2<sup>nd</sup> Aparicio. VOTE: 5 ayes, 0 nays. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve pointed out that we would like more property owners involved.

He urged us to thank the workers. Next month is the last meeting of the year.

b. Vendors Reports

i. Maintenance – Only supervisors are allowed to use blowers – normally the workers use brooms.

Workers have been instructed to clean out the treewells. Two more recycling collection boxes with Global Recycling showed up – Rick called the number and was told the property owners had agreed. Steve said to remind the workers to clean the tops of the trash cans. Summary for August: 953 trash bags removed, 21919 pounds trash removed, 291 graffiti tags painted out, 19 bulky items removed, 16 pressure washing hours performed.

ii. Security – There is still a problem with panhandling. In one case of illegal dumping the officer got the license number. Problem spots are 99cents store parking lot and Queen's Bakery.

iii. Tree watering/trimming

Armando reported that he pulled out 3 little dead palms. They need to be replaced. The trees are outgrowing their pruning – getting close to the buildings. Hollywood Media District is selling 14 planters at a reduced price. **MOTION:** Approve purchase of 14 ceramic pots at up to 25% of the original cost or better. **Moved: Aparicio/2<sup>nd</sup> Wada.** Discussion: The Hollywood Media District paid \$10,600 and can we get them for \$4,500. There are 2 sizes - 36X30 inches for \$800 and 24X30 inches for \$700. CD1 likes flowers. Flavio said he got some pots for \$200 a few years ago. **VOTE: 5 ayes, 0 nays. Motion passed.** **MOTION:** Give Misty the discretion to decide whether to buy more of our existing style planters. **Moved: Aparicio/2<sup>nd</sup> Wada.** Discussion about whether we should keep the same look – unresolved. **VOTE: 5 ayes, 0 nays. Motion passed.**

iv. Gum Removal

Armando reported that he is two weeks behind in the gum removal. He will start on the East side. He did extra washing in front of Valero and cleaned the Fire Dept roll down door.

c. Executive Director Report

i. Halloween bags and Christmas

Halloween bags we purchased should be here today. Christmas decorations will go up in November.

ii. Election plans

Misty said nomination forms are being sent out to property owners. Steve has talked to some, urging them to get involved.

iii. Annual Planning Report

At the November meeting we will vote on the planning report

d. Financial Report

i. Financial statements

The Budget is \$599,083, Expenses from January –September total \$325,607.

VI. Other business

Flavio would like to spend more on advertising to make us more visible. Mando offered to raffle off a storefront cleaning. LHBA will participate in the Los Angeles Homeless Services Agency count of the homeless.

VII. Adjournment Meeting adjourned at 1:00pm.

VIII. Next meeting: Friday, November 16, 2012 at 11:00am to 1:00pm at the Café in the Heights.

**Lincoln Heights Benefit Association of Los Angeles  
Meeting Minutes of the  
Board of Directors**

Date: Friday, September 21, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:45 by Steve Kasten, Chair

II. Introductions - In attendance:(12) William Aparicio, Ruben Chavez, Hortensia Fuentes, Misty Iwatsu, Steve Kasten, John Ladner, Vera Padilla, Shane Pryor, Sevin Riley, Jesse Rosas, Rick Stoff and Frank Wada.

III. Public Comment- Steve reported that the Chamber Entrepreneurial Dinner went well. He has met with Forever 21 who said they are proud to be in Lincoln Heights.

IV. Approval of the minutes of June 15, 2012. **MOTION:** Approve minutes of June 15, 2012.

**MOVED: Wada/2<sup>nd</sup> Aparicio.** Discussion: Misty pointed out that security is 24hrs/day 4 day/wk and 16 hrs/day 3 day/wk. **VOTE ON CORRECTED MINUTES: 5 ayes, 0 nays.**

**Motion passed.**

V. Discussion and Action Items

a. President's Report Steve said that things are going well – no complaints. Shane has instructed the officers to log any contacts with Bob Hanna. Steve suggested that we change our bank account from EastWest. Bank of America and Union Bank are possibilities.

b. Vendors Reports

i. Maintenance –Summary for July: 1059 trash bags removed, 24357 lbs trash removed, 261 graffiti tags painted out, 7 bulky items removed, 16 pressure washing hours performed. Rick pointed out that franchise trash hauling will raise the rates. Jesse thanked Chrysalis for their help with graffiti.

ii. Security – Rise in panhandling. Officers assisted in two arrests – one a combative panhandler by Queen Bakery. General Security doesn't confront. LAPD generally arrives in 5 to10 minutes. There was a burglary at the Lincoln Minimall.

iii. Tree watering/trimming- H2O is watering 3X/month using 8-10 gallons/tree in the hot weather. One new plane tree needs replacement.

iv. Gum Removal- September will begin the second round.

c. Executive Director Report

i. Meeting change-Meetings are now the third Friday of the month.

ii. Election plans- Misty announced that our elections are every two years. We start working on elections in January. An election committee is needed; Frank and Vera volunteered.

d. Financial Report

iii. Misty said she would like to focus next year on physical improvements, rather than on transient events

VI. Other business

**MOTION:** Approve \$3000 to buy Halloween Bags. **Moved: Aparicio/2<sup>nd</sup> Wada.** Discussion: Last year the NC distributed 10,000 bags. They went up 2 cents each. The cost was \$3700 last year; this year it will be \$4000. The bags are distributed at five spots in the community on Halloween. **VOTE: 5 ayes, 0 nays. Motion passed.**

**MOTION:** Approve \$8,000 for Christmas decoration set-up and take-down. **Moved: Padilla/2<sup>nd</sup>.** Discussion: Misty said we got a check for \$5,000 from DWP. Last year we spent \$8,000 for set-up and tear-down. **VOTE: 5 ayes, 0 nays. Motion passed.**

VII. Adjournment

Meeting adjourned at 1:26pm.

VIII. Next meeting: Friday, November 16, 2012 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, June 15, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:50 by Steve Kasten, Chair

II. Introductions - in attendance:(12) William Aparicio, Misty Iwatsu, Steve Kasten, Armondo Martinez, Flavio Olivas Sr., Flavio Olivas Jr, Vera Padilla, Andy Paterson, Sevin Riley, Rick Stoff, Jesse Rosas, Frank Wada.

III. Public Comment

Vera said that vendor attendance at the Sidewalk Sale is down. Friday June 22 there will be a golf tournament sponsored by the Optimist Club.

IV. Approval of the minutes of May 11, 2012. **MOTION:** Approve minutes of 5-11-12 **MOVED: Padilla/2<sup>nd</sup>**

**Wada.** Correction: Mike Saijo's name is spelled wrong. **VOTE ON CORRECTED MINUTES: 6 ayes, 0 nays. Motion passed.**

V. Discussion and Action Items

a. President's Report

Steve observed that attendance has been light despite outreach efforts. Steve has heard no complaints – security officers should go by Valero and 5 Points Hardware frequently.

b. Vendors Reports

i. Maintenance – Rick said that Reggie is doing an inventory of newsracks to submit to Public Works. The parking lot at 2701 N Broadway is now cleaned. Reyes Juice is being cleaned regularly. Jesse Rosas now has the right paint. Chrysalis carries 4 colors – better if building owner supplies the color. Flavio said that the trash can at Sichel and Broadway is charred - needs to be repainted. Task Force money is used up. Rick will try painting with green paint. Flavio Jr commended the cleaning crew. Summary: 990 trash bags removed, 22770 pounds trash removed, 209 graffiti tags painted out, 17 bulk items removed, 16 pressure washing hours performed. A court decision now prohibits removing property of the homeless without posting a notice and holding for 90 days. The problem is where to store it. It is not a problem for us at this time.

ii. Security – Andy Patterson has been by to advise CVS on how to handle their theft problem. He offered to meet with their Loss Prevention Department and to do a survey but the manager didn't seem too interested. General Security has increased patrols in the area. Andy has taught the SEPTED system of crime reduction. When CVS got the variance it was on the condition that they keep the front door open but they have not. Andy will put something together to give CVS. Andy said that they are giving out hospitality packets with dos and don'ts and how to contact security. He counted 275 businesses. The main issues are panhandlers and some increase in gang activity.

iii. Tree watering/trimming

Armando reported that tree watering is increased to 3X/month with the little ones getting more. He will put mulch in the trenches – otherwise the water runs off. Some of the little palms came back to life. Armando took the forms for new trees to Aaron's office at NorthEast Trees.

iv. Gum Removal

Armando said he is almost half done, but he had trouble with his equipment and was set back ten days. He will complete gum removal in the next few months and then start over.

c. Executive Director Report

i. Meeting change

Misty announced we will not meet in July and August. In September we will change to the third Friday of the month because Marisol from CD1 will be able to attend – they are furloughed on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays.

ii. Election plans

Misty said we will start working on elections in January

iii. **MOTION:** The Lincoln Heights Community Benefit Association opposes AB2265.

**Moved: Padilla/2<sup>nd</sup>Wada.** Discussion: AB 2265, introduced by Hernandez, says that if



you form a BID, you can't manage it, meaning that if we renew ourselves we can no longer manage our BID. It is opposed by the California Business Properties Assn, California League of Cities and the California Downtown Association on the grounds that it is overly broad and would take decision making away from local authorities. Misty recommends we oppose. **VOTE: 6 ayes, 0 nays. Motion passed.**  
**MOTION:** The Lincoln Heights Community Benefit Association opposes relaxation of Food Truck Standards. **Moved: Wada/2<sup>nd</sup> Olivas.** Discussion: Food truck owners are already not complying with handwashing and bathroom standards. They do not pay into the BID. Andy said from the point of view of security panhandlers tend to hang out around trucks. Graffiti increases. Property owners are supposed to give permission to let them park. **VOTE: 6 ayes, 0 nays. Motion passed.** A letter will go to Jonathan Fielding, County Health Dept.

**MOTION:** The Lincoln Heights Community Benefit Association supports AB 2231. **Moved: Padilla/2<sup>nd</sup> Wada.** Discussion: AB2231 introduced by Felipe Fuentes, ensures that local authorities are responsible for sidewalk damage due to tree roots, not property owners. **VOTE: 6 ayes, 0 nays. Motion passed.**

d. Financial Report

Misty said we are in pretty good shape. We increased security to 24/7. The budget for Chrysalis is increased by 2%. Misty is working on taxes and reports to the City. She will see if we can find money for trash cans. In January we start elections.

VI. Other business

Steve announced that the Entrepreneurial Dinner is Thursday, Sept 20. **MOTION:** Approve \$1000 to buy an ad in the Tribute Book for the Chamber of Commerce

Entrepreneurial Dinner. **MOVED: Padilla/2<sup>nd</sup> Wada.** Discussion: Tickets are \$100 and it will be at the Omni Hotel and proceeds will go for scholarships. **VOTE: 6 ayes, 0 nays. Motion passed.**

VII. Adjournment

Meeting adjourned at 1:10pm.

VIII. Next meeting: Friday, June 8, 2012 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, May 11, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:45 by Steve Kasten, Chair

II. Introductions - in attendance:(14) William Aparicio, Irene Holguin, Misty Iwatsu, Steve Kasten, Paul Makowsky, Armando Martinez, Flavio Olivas, Vera Padilla, Shane Pryor, Sevin Riley, Jesse Rosas, Mike Seijo, Rick Stoff and Frank Wada.

III. Public Comment

Mike Seijo from the Odd Fellows Hall at Workman and Broadway announced that he will be opening an Internet Café in a month. Their mission is to close the digital divide. Vera announced the Awards Assembly on June 15 at Lincoln High School. Ed Reyes will be giving out the awards.

IV. Approval of the minutes of April 13, 2012. **MOTION:** Approve minutes of 2-10-12. **MOVED: Holguin/2<sup>nd</sup> Olivas. VOTE: unanimous. Motion passed.**

V. Discussion and Action Items

a. Brown Act Training: Paul Makowsky from the City Clerk's office advised us on following the Brown Act.

b. President's Report - none

c. Vendors Reports

i. Maintenance – Rick said that they are training their workers on interviewing techniques on June 8, 14 and 15. We could be part of the process by acting as interviewers. There was a call about trash in an alley – it was removed. Jesse thanked Chrysalis for graffiti paint-out. Mike Seijo reported graffiti in the City lot behind the Odd Fellows Building. Irene complimented Chrysalis on cleaning up – looks much better. Summary: 817 trash bags removed, 18791 pounds trash removed, 188 graffiti tags painted out, 9 bulk items removed, 16 pressure washing hours performed.

ii. Security - Shane said that the officers are walking block by block distributing the packets. Panhandling and graffiti are up. There were no major incidents except for a gas leak on Avenue 24 which closed down Broadway. Mike Seijo stated that a homeless man has been hanging around emptying trashcans. Shane said he will have his officers talk to the man. Summary: 12 patrol calls for service, 62 patrol observations made, 0 arrests made, 28 bike patrol contacts.

iii. Tree watering/trimming\_ Armando reported that Aaron from NorthEast Trees has sent him the forms to get new trees. One small palm in front of Arroyo Vista was replaced – several others came back to life.

iv. Gum Removal\_ Armando said he has completed gum removal on South side from Lincoln Park Ave to Workman. Reyes Juice is the worst. Misty asked him to keep good records of where he has been and to email her and to keep a record of any extra service to Valero.

c. Executive Director Report

i. Budgets

Misty presented the Profit and Loss Budget vs Actual for 2011 from January –December 2012.

ii. Financial Statements – In packet

VI. Other business

Sevin pointed out that the door on Broadway to CVS is still locked. Frank said that the conditional use permit was granted on the condition that the door be kept open. Shane will talk to the manager – Andy talked to him after the last meeting. There is also the issue of fire exit - we can contact code enforcement on that.

VII. Adjournment

Meeting adjourned at 1:10pm.

VIII. Next meeting: Friday, June 8, 2012 at 11:30am to 1:00pm at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, April 13, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:52 by Steve Kasten, Chair

II. Introductions - attendance:(12) William Aparicio, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas, Andrew Patterson, Shane Pryor, Sevin Riley, Minho Song, Sabrina Terzia and Frank Wada.

III. Public Comment

Sevin reported that CVS has been having serious theft problems. General Security will go by and give the Manager advice.

IV. Approval of the minutes of February 10, 2012- **MOTION:** Approve minutes of 2-10-12. **MOVED: Wada/2<sup>nd</sup> Olivas. VOTE: unanimous. Motion passed.**

V. Discussion and Action Items

a. President's Report- Steve heard a complaint about dry trees. It's important that the property owners feel the BID is helping business.

b. Vendors Reports

i. Maintenance – Chrysalis reported that the workers have new bright yellow raincoats. The pressure washing hours are done two times per month. An 8-hour shift can do 6-7 blocks. Steve asked for a spreadsheet showing blocks done from Chrysalis and Mando

ii. Security- General Security reported that there was a 6-hour training session with LAPD for Lincoln Heights officers. Calls for service are down, contacts with panhandlers are up. Only one major incident happened – a fire truck that caught fire. The welcome packet is ready including business cards, telephone stickers and a flyer. The officers are going block by block to the businesses.

iii. Tree watering/trimming- Armando is watering once a month. In May he will water 2X per month. He received forms from Aaron with Northeast trees for replacement trees. There are 3 or 4 dead small palms in the planters. Steve advised Mando to replace them. The treewells need to be filled with mulch. Chrysalis will handle it using mulch from the City.

iv. Gum Removal- Gum is being removed 2X pr year. North side and has completed to Hancock. The area in front of Reyes Juice is always filthy. Sabrina will put it on the hotspot list for extra pressure washing.

c. Executive Director Report

i. Budgets- Misty presented the Profit and Loss Budget vs Actual

ii. SB949- **MOTION:** Approve Resolution in support of Senate Bill 949. **Moved Olivas/2<sup>nd</sup> Wada.** Discussion: Misty explained that the City Attorney no longer recognizes Alpha BIDs, only PBIDs. We are an Alpha BID. Alpha BIDs can be for a maximum of 10 years. The Petition vote would require 30% and the final vote 50%. **VOTE: 6 ayes, 0 nays. Motion passed**

iii. **MOTION:** Approve letter of support for Proposition, Albion Dairy Park Project. **Moved Wada/2<sup>nd</sup> Olivas. VOTE: 6 ayes, 0 nays. Motion passed.**

iv. Update on Directory- Vera was not present.

d. Financial Report- **MOTION:** Increase assessment for 2013 by 2%. **Moved Olivas/2<sup>nd</sup> Wada.**

Discussion: Our maintenance cost has increased 2%. By law the maximum increase is 5%. **VOTE: 6 ayes, 0 nays. Motion passed.**

VI. Other business

Minho Song from Young Nak requestd that we put an ad in the YNOT Fundraising publication. **MOTION:** Approve \$300 for an ad in the YNOT fundraising publication.

**Moved Wada/2<sup>nd</sup> Olivas. VOTE: 6 ayes, 0 nays. Motion passed.**

VII. Adjournment- Meeting adjourned at 1:47pm.

VIII. Next meeting: Friday May 11, 2012 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes

### Board of Directors

**Date:** Friday, February 10, 2012

**Time:** 11:00am to 1:30pm

**Place:** The Café in the Heights, 3510 N Broadway, LA 90031

- i. Call to Order: Meeting called to order at 11:57 by Steve Kasten, Chair
- ii. Introductions - attendance:(12) William Aparicio, Paul Bristow, Hortensia Fuentes, Misty Iwatsu, Steve Kasten, Armando Martinez, Andrew Patterson, Gabriela Peters, Shane Pryer, Sevin Riley, Rick Stoff and Frank Wada.
- iii. Public Comment- Gabriela Peters introduced herself, owner of the Lincoln Heights Cyclery. Lights from the Culver City BID on the street trees are not solar. They were purchased from Dekra-lite and cost about \$20,000 for 110 trees with 5-7- strands per tree. Sevin and Frank will report as they find out more.
- iv. Approval of the minutes of January 13, 2012. **MOTION:** Approve minutes of 1-13-12 **MOVED: Wada/2<sup>nd</sup> Riley. VOTE: unanimous. Motion passed.**
- v. Discussion and Action Items
  - a. President's Report- Steve warned of a possible spike in crime due to the release of felons from the jails.
  - b. Vendors Reports:
    - i. Maintenance – Rick talked to Jesse Rosas about repainting. January report: 885 trash bags, 221 graffiti tags, 10 bulk items and 16 pressure washing hours.
    - ii. Security- General Security is making up a welcome packet to give to businesses. He plans to implement the ambassadorship program, which will include leaving the whole packet. Shane Pryor is the new operations manager. The December report:12 patrol calls for service, 54 patrol observations made, 46 patrol contacts made, 0 arrests and assisted arrests, 27 graffiti logged and reported. 65% of the time the officers are in vehicles, 15% on bikes, and 20% on foot. There may be a spike in gang activity. Little blue stickers for phones and new business cards for the officers have been ordered.
    - iii. Tree watering/trimming- Armando reported he is watering once a month now. There are 6 or 7 little trees that may need more. He is trying to replace the missing trees.
    - iv. Gum Removal- no report
  - c. Executive Director Report
    - i. Budgets/Contracts
      1. **MOTION:** Approve contract with Chrysalis for maintenance for \$181,096.00/year. **Moved Aparicio/2<sup>nd</sup> Wada. VOTE: 6 ayes, 0 nays. Motion passed.**
      2. **MOTION:** Approve contract with Chrysalis for pressure washing 2X/year for \$18,600/year. **Moved Wada/2<sup>nd</sup> Aparicio. VOTE: 6 ayes, 0 nays. Motion passed.**
      3. **MOTION:** Approve contract with H2O for gum removal only for \$25,0000. **Moved Wada/2<sup>nd</sup> Aparicio. VOTE: 6 ayes, 0 nays. Motion passed.**
      4. **MOTION:** Approve contract with H2O for plant maintenance watering up to 3X/month for \$13,608.00, will be evaluated by ED Monthly. **Moved Wada/2<sup>nd</sup> Riley. VOTE: 6 ayes, 0 nays. Motion passed.**
      5. **MOTION:** Approve contract with General Security for 144 hours/week for \$135,984.00. **Moved Wada/2<sup>nd</sup> Aparicio. VOTE: 6 ayes, 0 nays. Motion passed.**
    - ii. Update on Directory
    - iii. Financial Report- Misty submitted the Profit/Loss Budgets vs Actual reports from 2010 and 2011.
  - ii. Other business – none
  - iii. Adjournment: Meeting adjourned at 1:33pm.
  - iv. Next meeting: Friday April 13, 2012 at 11:30am to 1:00pm at the Café in the Heights. March meeting moved to special meeting, Brown Act training with City Clerk.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, January 13, 2012

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:40 by Steve Kasten, Chair

### II. Public Comment

Sevin and Frank from the Lincoln Heights Neighborhood Council introduced the idea of solar lights for the trees in the district. Sevin brought a string of teardrop lights with a collector. The NC Planning Committee is investigating the project – Rick is researching other BIDs who have done it. The NC would like to know if the BID would support such a project as it would probably have to be a joint venture, and whether it is worth continuing to research. Lights would need to be commercial grade. The Board supported continuing research.

Ruben announced that he will not be attending in the future due to business ventures.

### III. Approval of the minutes of November 11, 2011

**MOTION:** Approve minutes of 10-14-11. **MOVED:** Olivas/2<sup>nd</sup> Aparicio. **VOTE:** unanimous. **Motion passed.**

V. Introductions - in attendance:(16) William Aparicio, Ruben Chavez, Richard deLong, Hortensia Fuentes, Misty Iwatsu, Steve Kasten, Armando Martinez, Mario Marrufo, Flavio Olivas, Vera Padilla, Andrew Patterson, Ray Reyes, Sevin Riley, Rick Stoff, Sabrina Terzian and Frank Wada.

### V. Discussion and Action Items

#### a. President's Report

Steve observed that crime is down. Some storefronts have been rented, though the economy is still down. Perception is reality, therefore the security and maintenance people should be as visible as possible.

#### b. Vendors Reports

i. Maintenance – Rick reported that Reggie plans to go around again introducing himself to the businesses. In general things are going smoothly. Jessie Rosas brought in paint that matches his walls – Sabrina said that is a good idea as they have limited colors. Ray Reyes feels that his part of Pasadena Ave is not getting enough attention. Rick said they need to hear about it and they will correct it. Sevin said that Reggie's crew was on the job after the Christmas Parade. Ruben suggested a big sign on top of the truck with the BID phone number. Totals: 1098 trash bags, 225 graffiti tags, 19 bulk items, 16 pressure washing hours. The new proposal is for the same price.

ii. Security- Louis Martin has left General Security, replaced by Andy Patterson. The December report indicates 16 patrol calls for service, 77 patrol observations made, 33 patrol contacts made, 0 arrests and assisted arrests, 27 graffiti logged and reported. 50% of the time the officers are in vehicles, 35% on bikes, and 15% on foot. Andy would like to see more time on foot. Arco has agreed to let them park the car in their lot for visibility. Jesse recommended that they copy the Highland Park system where everybody knows the officers. Andy asked for a list of the new businesses so they can introduce themselves.

#### iii. Tree watering/trimming

Armando reported he is watering three times a month. Concerning the missing trees at 2708, 2721 and 2300 N Broadway, he is waiting for Aaron Thomas to get back to him. He will consult Mike the tree trimmer about the removal of the metal stakes that have grown into some of the trees. Ruben expressed the view that the 'butchering' of the trees was not so bad as they grow back.

#### iv. Gum Removal

Armando has completed the gum removal.

#### c. Executive Director Report

##### i. Contract Committee

The proposal from Chrysalis remains \$16,991 - \$17,300 including the liners. The City no longer pays for the trash liners. That includes monthly pressure washing. General Security's bid is up 3% from \$8,873 to \$9,138 monthly. They want a three-year contract to buy new vehicles. If we were to add another full-time officer it would go up to \$13,708. Ideally we should have 2 officers, but we can't afford them. Misty will get other proposals. It was agreed to have a meeting of the Budget Committee on Thursday, January 19 at 10AM. The Brown Act will be reviewed.

ii. Update on Directory  
Vera was not present.

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:40pm.

VIII. Next meeting: February 10, 2012 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, November 11, 2011

Time: 11:00am to 1:30pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:30 by Steve Kasten, Chair

### II. Public Comment

Vera pointed out that the Veterans Day Recognition was yesterday – this year 25 veterans were honored. Four veterans were present in the room – Steve, Ruben, Carl Cook and Louis Martin.

Steve led a moment of silence for Veterans. Steve announced that Stella Kim from Young Nak reported that they raised \$100,000 at the Sharing Fair to go to local nonprofits. Also Goodwill is going forward at 2126 N Broadway – Ed Reye: is expediting. They will present to the nc Planning Committee..

iii. Approval of the minutes of October 14, 2011 **MOTION:** Approve minutes of 10-14-11. **MOVED: Aparicio/2<sup>nd</sup> Padilla. VOTE unanimous. Motion passed.**

V. Introductions - in attendance:(13) William Aparicio, Ruben Chavez, Carl Cook, Sid Hashemi, Misty Iwatsu, Trevor Kale, Steve Kasten Louis Martin, Armando Martinez, , Vera Padilla, Sevin Riley, Rick Stoff and Frank Wada.

### V. Discussion and Action Items a. President's Report

Steve said everyone seems satisfied with BID. A surgical clinic is going in on the N side of Broadway – they will work with Rose Eye Clinic. We stayed within budget.

b. Vendors Reports. Maintenance – Rick reported that they have contacted PATH to deal with the chronically homeless in the area. The cleanup job is transitional – 12-15 workers from our crew have moved on. Reggie's management has been excellent. Trash is going down but graffiti is going up. Central City works with Chrysalis doing the high graffiti. Rick has invited Forever 21 several times – no luck yet. He recommends not changing horses in mid-stream. Totals: 972 trash bags, 247 graffiti tags, 22 bulk items, 16 pressure washing hours. Rick will arrange to have a crew working on Dec 11, the Christmas Parade.

ii. Security- Louis Martin reported year to date and monthly averages. 60% of the time the officers are in vehicles, 30% on bikes, and 10% on foot. He would like to get it to 30/50/20. They are most effective on foot. Officers are present when the kids get out of LHS. The officers haven't ever had to draw their guns or use tasers. Louis gives credit to Captain Ortega and Austin Fernal. The NE Business group requested more presence on Daly. Louis is planning to give officers business cars to pass out – now they are using decals.

### iii. Tree watering/trimming

Armando reported two trees have been destroyed – they will be replaced. He will ask Mike Solano how much it will cost to pull one stump. Aaron Thomas from NE Trees advised Mike Solano on the tree trimming on Broadway and it has been resumed satisfactorily. Aaron has not billed the BID. The trees on Daly and Pasadena will have to wait until next year. Armando will get an estimate next year.

### iv. Gum Removal

Armando is working on the area from the Airliner to Downey Park.c. Executive Director Report

i. Annual Planning Report approval- Misty presented the 2012 Annual Planning Report which contains a synopsis of our accomplishments. There is expected to be a surplus of \$96,428 from 2011. She expects a grant of \$2000 from DWP. The Report is to be presented to the City Clerk. Sevin suggested that we need a stronger district identity. Ruben suggested we could have a contest at LHS for the motto. A website is under construction.

**MOTION:** Accept the 2012 Annual Planning Report for the Lincoln Heights Business Improvement District.

**Moved: Aparicio/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**

### ii. Holiday Decorations

Misty bought 36 more garlands and bows for Holiday decorations. It costs \$500 to install them.

### iii. Contract Committee

William, Vera, Frank and Ruben volunteered for the Contract Committee. Flavio will be asked. Their job is to review existing contracts and new proposals and make recommendations at the Jan 13 meeting. Date for Committee meeting: January 6, 11AM. Proposals need to be submitted before Jan 6.

### iii. Update on Directory

Vera reported work is ongoing- a report will be made in January.

### VI. Other business

Sevin asked for a motion to approve \$1000 for the Christmas Parade as discussed at the last meeting. **MOTION** Approve \$1000 for printing of flyers and posters and banners for the Lincoln Heights Christmas Parade on December

11. **Moved: Padilla/2<sup>nd</sup> Wada** Discussion: Sevin, Frank, Vera and William have to recuse themselves as they are on the nc.

**Motion passed.**

VII. Adjournment- Meeting adjourned at 1:40pm.

VIII. Next meeting: January 13, 2011 at 11:30am to 1:00pm at the Café in the Heights

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, October 14, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:44 by Steve Kasten, Chair

### II. Public Comment

a. Goodwill Industries – Michael Pauls from Goodwill announced that Goodwill would like our support in acquiring the Michaels Furniture store at 2126 N Broadway. He assured us that it would be an attractive store, like a TJ Max or Marshalls. They need our support because it will sell used, not new items and therefore needs a variance. Twenty-five employees will be hired from the community. Goodwill's mission is to assist people in getting back into the workplace. No applications for Conditional Use permits have been submitted yet.

b. Smooth as Glass – Ernie Sanchez

Ernie describe his business removing graffiti primarily etching and acid wash on windows. He is trained, insured, experienced and gives free estimates.

c. Jose Gardea from Ed Reyes' office reported that the City is about to begin redistricting. Hearings will start next month and will go fast. There are 22 members in each council district making recommendations – nothing proposed yet. It is an opportunity to participate in the process. Marisol reported that the motion to install a light at Sichel has passed. It will cost \$200,000. Steve requested more officers giving tickets to speeders on Broadway.

### III. Approval of the minutes of June 10

**MOTION:** Approve minutes of 9-9-11. **MOVED:** Wada/2<sup>nd</sup> Padilla. **VOTE:** unanimous.

**Motion passed.**

V. Introductions - in attendance:(21) William Aparicio, Vince Carbino, Ruben Chavez, Mark Einbund, Jose Gardea, Misty Iwatsu, Trevor Kale, Steve Kasten, Mario Marrufo, Louis Martin, Armando Martinez, David Miranda, Vera Padilla, Michael Pauls, Julio Reyes, Sevin Riley, Marisol Salguero, Ernest Sanchez, Mike Solano, Aaron Thomas, and Frank Wada.

### V. Discussion and Action Items

#### a. President's Report

Steve said we have the right people for security and maintenance. If we hear any disgruntled people, we should respond immediately. He reported that the Entrepreneurial Dinner was great success and raised \$6-7000 for scholarships

#### b. Vendors Reports

i. Maintenance – Trevor reported from Chrysalis that the trash cans have been washed inside and out. The workers' uniforms have been replaced. Chrysalis will work Sunday instead of Thursday because of the Sidewalk Sale. Several people praised the diligence of the workers – no slouching. Totals: 889 trash bags, 239 graffiti tags, 7 bulk items, 16 pressure washing hours.

ii. Security- Louis Martin reported 42 patrol calls for service, 98 patrol observations made, 54 patrol contacts, 1 arrest made, 2 assisted arrests, 2-4 minutes average response time, 41 bike patrol contacts and 16 graffiti logged and reported to LAPD. 60% of the time the officers are in vehicles, 30% on bikes, and 10% on foot. An additional decal for the car was approved. All of Ruben's requests have been answered. We asked for BID yard signs; Louis is working on that. Price went up to \$52 but he found another supplier for \$15.

#### iii. Tree watering/trimming

Aaron Thomas from NorthEast Trees expressed his opinion as a certified arborist that the trees are being trimmed too drastically. He has received complaints. The London Planes are supposed to be tall trees and should not be trimmed at the top. The North side has been done but the South side is being delayed – Aaron offered to advise Solano tree trimming. The tree at Kentucky Fried was an illegal trimming. Mike Solano said that the goal is to lift the lower branches and thin out so that the business signs can be seen. Steve pointed out that there are two schools of thought – do a lot of trimming



and not have to do it again for awhile, or do less and do it more frequently. Jose said it's good that the community is showing interest. He suggested that Aaron and Mike talk. Misty suggested we should pay Aaron for his expertise. **MOTION:** Allocate up to \$1000 to pay Aaron Thomas for consultation on tree trimming. Discussion – it might run \$100/hour. **Moved: Wada 2<sup>nd</sup>/Aparicio. VOTE: unanimous. Motion**

**passed.**

iv. Armando is working on the Arroyo Vista block. The Airliner area takes a lot of time because of the foot traffic. Ruben wants Armando to provide a cell phone contact but Armando doesn't have one.

iv. Gum Removal – ongoing

c. Executive Director Report

i. Holiday decorations

Misty said they will go up the first week in November.

ii. Annual meeting – November 11 (Veterans Day)

Lunch will be served and the meeting will start at 11.

iii. Budget

1. Annual assessment increase

**MOTION:** Keep the January-Dec 2012 budget the same as last year.

**Moved: Aparicio/2<sup>nd</sup> Wada.** Discussion: Misty said that the Board has done a good job of keeping the BID solvent. It would not be a good time to increase the assessment. **VOTE: unanimous. Motion passed.**

2. Contract renewal

Misty said that we need to renew all contracts in November or January. Frank asked if there should be a committee to review the contracts. New bidders can come in January.

iii. Update on Directory

Vera reported that the Directory work has been on hold due to the Entrepreneurial Dinner. She still expects it can be printed in February 2012. It will be a 2-year Directory.

VI. Other business

Vera summarized the Halloween, Veterans Day and Christmas activities of the nc.

Halloween candy bags will have both the nc and BID names on them. Christmas Parade plans are coming along. Misty asked if we could benefit from a BID donation, since there is money in our budget – say, \$1000. Vera accepted.

VII. Adjournment

Meeting adjourned at 1:40pm.

VIII. Next meeting: November 11, 2011 at 11:00am to 1:00pm at the Café in the Heights lunch will be served.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, September 9, 2011

Time: 11:30am to 1:00pm

Place: The Cafe in the Heights, 3510 N. Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:43 by Steve Kasten, President

II. Public Comment- Aparicio thanked everyone for their kind words in the passing of his mother. Young Nak hosting their spring festival, October 8.9. and 10<sup>th</sup>.

III. Approval of the minutes of August 12, 2011

**MOTION:** Approve minutes of August 12, 2011. **MOVED:** Wada/2<sup>nd</sup> Flavio. **VOTE:** unanimous **Motion passed.**

IV. Introductions – in attendance:(11 ) William Aparacio, Ruben Chavez, Hortensia Fuentes, Flavio Olivares, Misty Iwatsu, Steve Kasten, Frank Wada, Vera Padilla, Irene Holguin and Rick Stoff.

V. Discussion and Action Items

a. President's Report

Steve reported that the BID is going well. Steve stated if we could include Main Street in the Lincoln Heights BID. Misty reported that Main Street would have to start their own BID, and that it takes roughly \$20,000 to start. Steve will endorse a separate Main Street BID.

b. Vendors Reports.

i. Maintenance-Rick reported that trash cans have been cleaned-A new vendor matching up all benches and counting number of benches on N. Broadway. Reggie reported that Avenue 22 –a mess with trash. Totals: 950 trash bags, 320 graffiti tags, 7 bulk items, 16 pressure washing hours. Rick reported chronic homeless problem, but their is referral services available. Valerio Gas Station has reported Homeless on their site. Misty requested to track calls that are made to Security or Chrysalis regarding homeless. Rick will provide information on cost, and referral agencies for the homeless. Chrysalis continues taking pictures.

ii. Security-23 patrol calls for service, 87 patrol observations made, 32 patrol contacts(2 patrol arrest), 1-2 minutes average response time, 25 bike patrol contacts, 29 Graffiti logged. Tagging not identified as local gang tagging, Vera recommended they work with the Lincoln High School Deans to identify tagging crews. The Patrol vehicle will not be available one day of the week, emails will be sent and foot control and bike patrol will be available.

iii. Gum Removal-Armando reported he started the gum removal on east west towards the south, encountering heavy foot traffic.

iv. Tree watering & replacement-Armando reported Business owners taking the lead by watering their plants & trees. Need new pots –will get 6 new trees from the city. Pots that need to be replaced are by the Freeway.

c. Executive Director Report

i. Tree Trimming-Armando contacted Solano Tree as to the best time to prune. Best time to prune-it was recommended to prune the first week in October, will start on Daly Street. A quote is needed to move forward. Ruben stated no pricing as of August 12<sup>th</sup>.

ii. Holiday Decorations-Approved \$4,000 to purchase Holiday Garland/Bows to be placed Daly Street- to Pasadena Avenue-Motion –moved by Wada/2<sup>nd</sup> Aparacio **VOTE: unanimous Motion Passed-** DWP awarded the BID a \$5,000 grant as reported by Misty for holiday decorations. Misty reported that it cost \$7,000 to put up and take down the holiday decorations.

iii. Annual Meeting-November 11 (Veterans Day) Misty asked if the committee would be interested in hosting the annual meeting in Lincoln Heights at the Cafe in the Heights. The committee's response was positive to host the annual meeting. **MOTION:** approve to host November luncheon. **MOVED: Wada/2ndFlavio. VOTE: unanimous. Motion passed.**

v. Update on directory-Update in October

d. Financial Report: Budget-Profit/Loss Budget vs Actual-Jan -Dec 2011 included in packet. We are within budget. vi. Other business-

Frank reported that we send a representative to the BID consortium-this is a venue where all the BIDS get together to discuss economics the Cost is \$100.00.**Moved: Padilla/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.** Misty suggested that we

Participate in the Halloween Candy distribution and make it a community collaboration, with the Chamber, Lincoln Heights NC and the BID. Suggestion was made to go GREEN purchasing halloween bags at least 15,000. Bags will be distributed by the businesses on N. Broadway, letters, postcards will be mailed to inform the businesses of the bags. Misty stated we could take \$3,000 from the budget for the cost of the bags. **MOTION:** The BID supports the halloween bag distribution with a cost of \$3,000. **Moved: Wada/2<sup>nd</sup> Padilla. Vote 14 ayes o nays. Motion passed.**

vii. Adjournment

viii. Next meeting: November 11, 2011, 11:30am-1:00pm at Cafe in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, August 12, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:44 by Steve Kasten, Chair

### II. Public Comment

Sony Virk, introduced himself. He was invited by Ruben and is in the sidewalk steam cleaning business. Sevin reported that the owner of 5Poi Hardware requested that all expenditures be shown on a website.

III. Moment of Silence to remember Mrs. Aparicio

IV. Approval of the minutes of June 10

**MOTION:** Approve minutes of 6-

10-11. **MOVED: Holguin/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**

V. Introductions - in attendance: (15) Ruben Chavez, Hortensia Fuentes, Irene Holguin, Misty Iwatsu, Trevor Kale, Steve Kasten, Stella Kim, Louis Martin, Armando Martinez, Flavio Olivas, Vera Padilla, Sevin Riley, Jesse Rosas, Sony Virk and Frank Wada.

### V. Discussion and Action Items

a. President's Report

Steve said he is getting good reports – we've come

long way.

#### b. Vendors Reports

i. Maintenance

Trevor reported (Rick was on vacation) that they are responding to graffiti within 24 hours. The tops of trash cans have been cleaned as requested. Steve requested that they be cleaned again before the Sidewalk Sale in October. Chrystalis contacted AT&T about their graffiti and they took care of it. The sidewalk graffiti at Johnson and Broadway will take many washings but is improving. The Graffiti tracking program of the LAPD is not yet ready to connect with contractors. Chrystalis is taking pictures. Totals: 945 trash bags, 264 graffiti tags, 6 bulk items, 16 pressure washing hours.

#### ii. Security- Louis Martin reported 29 patrol calls for service, 103 patrol

observations made, 38

patrol contacts, 0 arrests made (4 assisted arrests), 2-5 minutes average response time, 25 bike patrol contacts and 27 graffiti logged (19 are repeats) with photos forwarded to LAPD. 70% of the time the officers are in vehicles, 20% on bikes, and 10% on foot. LAPD put out some bikes in our area and sent in a CRASH unit in plain clothes. Louis is still attending the Tuesday morning CrimeStat meetings. They are reissuing the decals every 6 months. There was a drug bust at the ARCO station. There were a few open container violations at 7-11. Jesse requested that the officers keep an eye on

the Airliner – they are having big crowds winding around the corner. Perhaps the bouncer can be asked to keep them in line. Flyer posted are the responsibility of the business that posts them. Captain Ortega is leaving but will be replaced by Captain Smith. Flavio pointed out that more businesses are staying open late due to pedestrian lights. Perhaps the patrol car could drive slowly by the businesses at night. Included in the monthly report is a daily activity report requested by Ruben.

iii. Tree watering and replacement- Armando is watering twice a month in the hot weather. Only one palm in the flower pots is dead. Ruben offered to replace it and bill us. Somebody removed the stump at Sichel – it was Flavio. Mando is still going through the approval process to get the free replacement trees from the City iv. Gu Removal – Armando reported he started Daly at Yoshinoya. It's tough at Daly and Broadway – lots of pedestrians. The squiggles will fade with regular cleaning. Mario gave Frank pictures of before and after at the 99cent store.

#### c. Executive Director Report

i. Tree trimming

Misty pointed out that although we approved \$1495 at the June Meeting for tree trimming, we will have to trim again in 6 months if we just do the lower branches. If we do a more thorough job it will last 2-3 years. She recommended we approve the funds to do a more thorough job. An estimate for \$6604 from Solano's Tree Service is in the packet. Mando will consult other tree trimmers as to the best time to trim. **MOTION:** Approve \$6604 to trim trees from Lincoln Park Avenue to the 5 Freeway to be performed at the recommended time of year. **Moved: Olivas/2<sup>nd</sup> Wada.**

Discussion: The ficuses on Daly will cost about \$200 each to trim. As long as they are healthy the City won't take them out, even though they are disrupting the sidewalks. The City is on a 30 year trimming cycle. **VOTE: 6 ayes, 0 nays. Motion passed.**

#### ii. Budget

The Profit and Loss Budget vs Actual report is included in the packet.

iii. Update on Directory

Vera reported that she has sold 8 \$1000-dollar ads and 20 business card size ads. Vince is contacting the Charter schools. She will be backing off until October.

### VI. Other business

The light at Sichel and Broadway has been approved by the City. For good measure we can still register our support. **MOTION:** The BID supports the installation of a signal light at Sichel and Broadway. **Moved: Wada 2<sup>nd</sup>/Padilla. VOTE: 6 ayes 0 nays. Motion passed.** Steve asked for our support for the Chamber's Entrepreneurial Dinner c September 22. **MOTION:** Approve \$1000 for the purchase of a silver ad for the Entrepreneurial Dinner. **Moved: Wada/2<sup>nd</sup> Padilla. VOTE: 6 ayes, 0 nays. Motion passed.**

### VII. Adjournment

Meeting adjourned at 1:20pm.

VIII. Next meeting: September 9, 2011 at 11:30am to 1:00pm at the Café in the

Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, June 10, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:40 by Steve Kasten, Chair

II. Public Comment - none

III. Approval of the minutes of May 13, 2011

**MOTION:** Approve minutes of 5-13-11. **MOVED:** Aparicio/2<sup>nd</sup> Wada. **VOTE:** unanimous.  
**Motion passed.**

IV. Introductions - in attendance:(11) William Aparicio, Ruben Chavez, Hortensia Fuentes, Grisel Garcia, Misty Iwatsu, Steve Kasten, Louis Martin, Armando Martinez, Sevin Riley, Rick Stoff and Frank Wada.

V. Discussion and Action Items

a. President's Report

Steve reported that the biggest challenge that we have now is the trees – replacement and trimming. Graffiti continues to be a problem especially on the old Pacific Bell building.

b. Vendors Reports

i. Maintenance – Rick reported that Reggie has a plan for hitting the treewells and curb grass on a rotating schedule. The schedule for maintenance has been adjusted to accommodate the Sidewalk Sale. Pressure washing is 2 nights a month every other Wednesday for 4-5 hours and 2-3 hours on hot spots. The district gets done two times a year. Misty requested coordination with Armando. Totals: 1007 trash bags, 320 graffiti tags, 2 bulk items, 16 pressure washing hours. Steve pointed out that the tops of trash cans need cleaning.

ii. Security- Louis Martin reported 28 patrol calls for service, 92 patrol observations made, 41 Patrol contacts, 0 arrests made, 3-5 minutes average response time, 21 bike patrol contacts and 23 graffiti logged and reported. He reported that he meets with Captain Ortega every Tuesday morning. If we have information about taggers, we should give it to General who will report it to LAPD. They are prosecuting offenders and charging them. That way Louis will be asked to testify, not the citizen. Louis pointed out that crime has decreased in the area. Ruben suggested a decal on the back bumper. He complained that the officers drive in lane one – Louis said there is better visibility. The storage room door should have a bigger sign identifying the BID. Steve said that it's very important that they be seen.

iii. Tree watering and replacement- Armando reported Amy said that the process of replacing the trees will take another 2 months. They have to come out and look at the sites, order the trees and then bring them out and plant them. Steve advised Armando to cc himself and Misty when he sends emails to Amy. Armando presented the estimate for trimming trees from the company named Solano from Ave 18 to Lincoln Park – this seems like a very reasonable estimate. Armando was questioned as to their reliability. He said they are reliable and capable. The contractor will do one block and then Armando and Ruben will inspect. Armando will get a quote for the ficuses on Daly.

**MOTION:** Approve \$1495 for tree trimming on Broadway from Avenue 18 to Lincoln Park Ave. Contractor must have necessary permits, licenses and insurance.

**Moved:** Wada 2<sup>nd</sup>/Riley. **VOTE:** 6 ayes 0 nays. (1 vote by phone) **Motion passed.**

iv. Gum Removal – Armando reported he is doing one block a week.

c. Executive Director Report

i. Budget

The Profit and Loss Budget vs Actual report is included in the packet.  
We are within budget.

ii. Grants

Misty reported that we got a \$5000 grant for Christmas decorations from DWP.

iii. Update on Directory- No report - Vera was ill.

iv. Reminder of August meeting

There will be no meeting in July – next meeting August 12.

d. Financial Report

The independent accountant's review report by Danny Reyes, CPA is included in the packet with statement of assets, liabilities and net assets, statement of revenues expenses and changes in net assets, notes to financial statements and schedule of functional expenses.

VI. Other business

Sevin suggested that the BID support the Petition to remove the No Parking 4-6 PM on Broadway as it hurts business. **MOTION:** Support the Petition to remove the No Parking 4-6 on N Broadway. **Moved: Riley/2<sup>nd</sup> Aparicio** Discussion: Steve pointed out that the No Parking hours used to be 4-7 and they were reduced. On the other side of the street where there is no parking from 7-9AM the businesses haven't complained. DOT wants the traffic to flow – it will be hard to defeat them. The plan is to get the BID, The Chamber and the NC all to support the removal of No Parking. Then we will need to fill a Petition with names. **VOTE: 6 ayes, 0 nays (1 vote by phone) Motion passed.**

Frank brought up the Farmer's Market – could we do it? Steve pointed out it would be very expensive. Some are not doing well. We don't want to have to support it for years. Sevin suggested branding our district with the ostrich, since we used to have an ostrich farm.

VII. Adjournment

Meeting adjourned at 1:40pm.

VIII. Next meeting: August 12, 2011 at 11:30am to 1:00pm at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the

## Board of Directors

Date: Friday, May 13, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:40 by Steve Kasten, Chair

II. Public Comment

a. Charter School presentation

Greg Brendel from Bouma Construction gave a power point presentation of the Alliance Charter School to be built at Ave 20 and Broadway. The information was basically the same as at the April 8 meeting with new designs. Changes include three green panels of vines on the Broadway side, new detailing with recessions and projections on the Broadway side, benches and planters along Broadway, a deck over the fire risers on the corner with trees on it and greening behind it and a sketch of the planned awning over the door on Avenue 20, creating a significant entry. On the West side where the code requires a 2R rated wall, a river motif has been added and some design elements. Lincoln Heights Campus signs have been added, one on Broadway and one on Ave 20. Vera asked about PE – the parking lot to the South can be used after the Specific Plan is approved in the fall. There are grants to get Bally style exercise equipment; also Downey Park can be used. Frank asked about a room for public meetings – Greg said one of the labs could be used. They have partitions so they can be enlarged to 1300 sq feet. Steve praised the changes and pointed out that the problem of proximity to the Freeway is unresolvable. Greg pointed out that the Freeway is below grade at that point. The air in the school at 7 particulates per million with the filtration system will be cleaner than outside– 10 is the maximum. Also the prevailing winds are to the East, away from the school.

Greg gave a primer on how charter schools are funded. No public money is used for construction. Charter schools send their financials to LAUSD for review. Alliance has built over 200 schools in the past 5 years. Alliance is one of the most financially solvent charter schools.

**MOTION:** Approve Alliance Charter School design as presented with the recommendations that 1) all open space available be used for physical education, 2) a Lincoln Heights Campus sign be installed, 3) an events calendar be installed for community events and 4) a room be available for community meetings. **Moved Wada/2<sup>nd</sup> Padilla VOTE: unanimous.**

**Motion passed.** Misty will draft the letter to Ed Reyes and to the Planning Department.

III. Approval of the minutes of April 8, 2011.

**MOTION:** Approve minutes of 4-8-11. **MOVED: Padilla/2<sup>nd</sup> Wada. VOTE: unanimous.**

**Motion passed.**

IV. Introductions - in attendance: (20) William Aparicio, Greg Brendel, Linda Christiansen, Elisa Felix, Irene Holguin, Misty Iwatsu, Steve Kasten, Louis Martin, Armando Martinez, Suzette Martinez, Mark Myers, Vera Padilla, Graciela Palano, Mirna Parra, John Pedrosa, Stefan Pulm, Sevin Riley, Jesse Rosas, Rick Stoff and Frank Wada.

V. Discussion and Action Items

a. President's Report

Steve reported that the entrepreneurs to be honored at the First Entrepreneurial Award dinner on Sept 22 have been chosen: The Riboli family, Lorain Estrada, Judge Moreno and Leticia Aguilar. Also there is a new director of Health Systems at USC who is energetic. Kaiser has

apartments in the area around the hospital for people who are there for tests – that would be good for LH. Steve thinks we should push for parking structures where our city parking lots are. LH could be to USC what Westwood is to UCLA.

b. Vendors Reports

i. Maintenance – Rick reported that the key elements are under control: graffiti in collaboration with CCAC, dumpsters and costs. Jesse said that the wall above the bus stop at Daly and Bway has been taken care of, even though it was high. There is graffiti at the old phone company. There is dumping regularly in front of the 5Points Hardware store. Stadco is being hit – Rick will check with them. Irene said that Arroyo Vista is hit almost every night. Taggers stand on the awnings.

ii. Security- John Pedrosa ,the SLO for the area N of Broadway, said the crime statistics for LH are good -0 property crimes and one violent crime. A homicide on Broadway and Griffin last week is being investigated. It involved Eastlake gang. Louis Martin from General Security reported the statistics for calls (16), observations (108), contacts (33), arrests (0) and bike patrol contacts (21) in April. Response time has been between 2-3 minutes

iii. Tree watering - Armando reported the trees were watered last week and two weeks before that. He spoke to Amy at Public Works who said she sent paperwork to Misty who has sent it back. The stakes should have been taken out – now the roots have grown around them and they can't be just pulled out. Removing the stump by Sloan's will be hard because it was planted with a cylindrical sleeve so the roots have grown deep. Armando talked to three arborists and one has given him an estimate for \$1495 to trim the trees on Broadway.

iv. Gum Removal – Armando reported he is doing one block a week.

c. Executive Director Report

i. Budget – Misty received \$277,535 of our assessments on 4-20-11..48% of our budget has been received. Misty is cutting back on the newsletters to once a quarter in order to have more funds available for tree trimming. We save \$500 on postage by eliminating a newsletter.

ii. Maintenance contract - **MOTION:** Approve contract with Chrysalis through June 30, 2012 for \$16,635 per month. **Moved: Holguin/2<sup>nd</sup> Wada VOTE: unanimous. Motion passed.**

iii. Update on Directory- Vera reported that she has sold four full-page ads for \$1000 each and two ½ pages and 12 business card size.

iv. Move meeting to one week later - Misty suggested that since we have no meeting in July we could move the June meeting back a week. Consensus was to keep it the same.

VI. Other business - none

VII. Adjournment

Meeting adjourned at 1:40pm.

VIII. Next meeting: June 10, 2011 at 11:30am to 1:00pm at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, April 8, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:40 by Steve Kasten, Chair

II. Public Comment

a. Charter School presentation

Greg Brendel from Bouma Construction gave a power point presentation of the Alliance Charter School to be built at Ave 20 and Broadway. They closed escrow on July 30 and hope to open January 1. 300 kids will be housed at Young Nak from Sept to Jan. The site consists of 4 parcels zoned commercial and a parking lot tied by covenant. The drop-off loop is 4 feet below grade. LAPD says no entrance on Broadway. The middle school and high school are to be kept separate with two floors on each side. It is to be a secure campus. Only 20% of the students will be driven to school. Ultimately there are to be 550 high school students and 450 middle school students for a total of 1000. The suggestion was made to identify it as a Lincoln Heights school possibly with a monument. Greg said we could discuss it. The property is 1.6 acres – very tight. It conforms to the Cal Green code. Every room will have natural light. There is no green area but there will be a Bally style exercise room and they will use Downey Park. There will be a computer lab and every 9<sup>th</sup> grader will get a computer. Sevin criticized the lack of a door on either Ave 20 or Broadway. We are trying to make Broadway street-friendly. Greg said he doesn't know if anything can be done about that. He will come back to the next BID meeting.

III. Approval of the minutes of March 11, 2011.

**MOTION:** Approve minutes of 3-11-11. **MOVED:** Padilla/2<sup>nd</sup> Wada. **VOTE:** unanimous.  
**Motion passed.**

IV. Introductions - in attendance:(10) Misty Iwatsu, Steve Kasten, Stella Kim, Louis Martin, Armando Martinez, Vera Padilla, Sevin Riley, Jesse Rosas, Rick Stoff and Frank Wada.

V. Discussion and Action Items

a. President's Report

Steve reported property owners are pleased that there is no raise in assessments.

b. Vendors Reports

i. Maintenance – Rick said that Reggie has a contact with Forever 21 – he will get back to us. Also he has a City contact about the newsracks that pop up. Chrysalis is helping LAPD to prosecute taggers. Jesse reported graffiti above the bus stop at Daly and Bway. Rick said he can't reach it – the maximum height is what the rollers can reach with extensions. He will check it again.

ii. Security- Louis Martin from General Security reported the statistics for calls (21), observations (78), contacts (43), arrests (0) and bike patrol contacts (23) in February. Response time has been between 2-4 minutes

iii. Tree watering - Armando reported that he identified all the addresses which lack trees and spoke to Amy at Public Works who said that three addresses (3131, 3216 and 3220 Bway) are too close to something to put in replacement trees. So there are only 8 which we can replace. There might be a problem removing the stump by Sloan's. He needs the species – Sevin said they are London planes and rosebuds somethings. Amy will give us a cost estimate.



iv. Gum Removal - Armando reported he is almost done – did the two Freeway entrances.

c. Executive Director Report

i. Budget and 2010 Review – Misty submitted the Profit and Loss Budget vs Actual for Jan - Dec2011.

ii. Nonprofit status – Misty reported that we have our nonprofit status. Document from the IRS dated March 16, 2011

iii. Maintenance contract - Rick submitted the agreement with Chrysalis itemizing the scope of work. The only change is in benefits for Reggie. **MOTION:** Approve contract with Chrysalis for one year at \$16,635 per month beginning July 1, 2011. **Moved: Wada/2<sup>nd</sup> Padilla VOTE: 6 ayes. 0 nays. Motion passed.**

iii. Security

The issue is whether to keep the level of staffing the same or add another officer. Vera observed that General Security is more visible than Post; they talk to businesses. We can always add another officer later. **MOTION:** Approve contract with General Services for one year at the same level with the possibility of adding more hours as needed **Moved: Wada/2<sup>nd</sup> Padilla VOTE: 6 ayes. 0 nays. Motion passed.**

VI. Other business

Stella announced that Young Nak YNot Foundation is having a fundraiser on May 12 at the Castaways in Burbank. She asked for the BID to purchase a \$300 ad. **MOTION:** Approve \$300 for quarter page color ad from YNot Foundation. **Moved: Wada/2<sup>nd</sup> Padilla VOTE: 6 ayes. 0 nays. Motion passed.**

Vera requested that the BID purchase a \$1000 ad in the Chamber of Commerce Directory. **MOTION:** Approve \$1000 for ad in Chamber of Commerce Directory. **Moved: Wada/2<sup>nd</sup> Padilla VOTE: 6 ayes. 0 nays. Motion passed.**

VII. Announcements

The Chamber is presenting an entrepreneurial award at a dinner at the Omni Hotel on September 15. The Lions Club is having a dinner at Steven's Steak House. The Water Wellness Center is having a day of workshops this Saturday. The fundraiser for the 4<sup>th</sup> of July Fireworks will be Saturday, April 16 at Lincoln Park. Young Nak is offering \$1000 college scholarships.

VII. Adjournment

Meeting adjourned at 1:30pm.

VIII. Next meeting: May 13, 2011 at 11:30am to 1:00pm at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, March 11, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:40 by Steve Kasten, Chair

II. Public Comment - none

III. Approval of the minutes of February 11, 2011 **MOTION:** Approve minutes of 2-11-11. **MOVED:** Wada/2<sup>nd</sup> Riley. **VOTE:** unanimous. **Motion passed.**

IV. Introductions - in attendance:(11) William Aparicio, Irene Holguin, Misty Iwatsu, Trevor Kale, Steve Kasten, Louis Martin, Armando Martinez, Mark Myers, Vera Padilla, Sevin Riley, and Frank Wada.

V. Discussion and Action Items

a. President's Report

Steve pointed out that second-story graffiti is still a problem, especially as the City cuts back.. Frank informed us that LAPD has a tracking system now to document and identify the taggers. Trevor said that Chrysalis is not hooked into the tracking system – it would be costly to photograph and document. Orange County had a 60-70% reduction of graffiti using the system. Armando said that he is taking pictures and keeping a file.

b. Vendors Reports

i. Maintenance – Trevor said that Reggie is seeing to it that the missing signs on the trash cans are replaced. There is graffiti on the sidewalks. Trevor said that concrete is porous, therefore it is hard to remove. Misty asked about graffiti gold remover – Trevor said it is environmentally destructive in the drains. They use a citrus based cleaner that works well

ii. Security- Louis Martin from General Security reported the statistics for calls (23), observations (64), contacts (25), arrests (0) and bike patrol contacts (17) in February. Response time has been between 2-5 minutes. Steve asked how they are handling the bike patrol – Louis said they use the bikes when traffic is heavy as they are more maneuverable than cars.

iii. Tree watering - Armando spoke to Amy at Public Works about getting the replacement trees since he hasn't been able to reach Aaron at NorthEast Trees. Steve advised Armando to go ahead and get the trees which are supposed to be planted in March. We would like to get Amy at our next meeting. The little palms in the planters are doing well – none stolen. Armando suggested we should water twice a month.

**MOTION:** Approve \$300 to water trees twice a month if they need it. **Moved:**

**Wada/2<sup>nd</sup> Padilla VOTE:** unanimous. **Motion passed.**

Gum Removal - Armando reported that he has 14 blocks left of gum removal. He will do one block a day. He has done a sample block and took pictures of the one in front of 99cent store. He is working with Chrysalis to even out the squiggles.

c. Executive Director Report

Review – Misty said we will be audited on our financial process. The checks is that she writes the check, William and Steve have to sign it deposit it – Frank has been depositing. Our budget is \$601,083 as last year's. We were \$169,842.41 under budget in

i. Budget and 2010 process for writing but none of them can including a \$2000 grant, same

2010.

ii. Vote – 2011-12 assessment. We

need to decide whether to keep the assessment the same. We can increase it up to 5%. It is a bad time to increase; property owners would object. We are under budget in 2010, but \$100,000 of assessments has not been paid. General Security is asking for an additional officer and Chrysalis will add health insurance for Reggie. Misty recommends we only spend \$500,000. Six-month contracts cost us more, but give us more flexibility. **MOTION:** The Lincoln Heights Benefit Association will not increase assessments for 2011-12. **Moved: Padilla/2<sup>nd</sup> Wada VOTE: unanimous. Motion passed.**

and testified for the ordinance against food restaurants and do not pay taxes – also there are trucks. They are taking business from filed, it would be against the property owner, not health and safety issues. If a lawsuit is the vendor. The food truck ordinance will go the Transportation Committee. Sevin suggested a food truck event at the BiRite parking lot. William complained that city ordinances are interfering with business. We need to have a regular meeting with Ed Reyes. Vera complained about too many newspaper stands. There is a permit system in place, so we can get them removed. Marisol hasn't been coming because Friday is her furlough day.

VII. Adjournment

Meeting adjourned at 1:30pm.

VIII. Next meeting: April 8, 2011 at 11:30am to 1:00pm at the

Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, February 11, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 11:40 by Steve Kasten, Chair

### II. Public Comment

Austin reported that Rocky's Pizza is being evicted. It will not be missed as LAPD has made a lot of drug arrests there. The owner started hiring gang members to make peace and then they took over. Kyle pointed out that the sandwich shop in the brown building is available. Also he is sponsoring a senior at Lincoln to be in the Chamber.

III. Approval of the minutes of January 14, 2011 **MOVED: Wada/2<sup>nd</sup> Riley** Discussion: Sevin pointed out that there is an omission on page 2 in the sentence beginning "Vera". It should read "Vera pointed out that their estimate was very low.. **VOTE: unanimous. Minutes approved as corrected.**

IV. Introductions - in attendance: (13) William Aparicio, Mark Byers, Austin Fernald, Kyle Hogland, Misty Iwatsu, Steve Kasten, Youna Ko, Louis Martin, Armando Martinez, Sevin Riley, Rick Stoff, Frank Wada and Drew Weaver.

### V. Discussion and Action Items

#### a. President's Report

Steve reported that the Chamber had a brainstorming session and came up with the First Annual Entrepreneurial Awards to honor high profile people from the community, especially business people. They hope the Mayor will present the awards. Also Forever 21 has purchased the Macy's property at Broadway and Mission. Austin has met with them - they want to bring jobs. They started out in Highland Park. Steve asked Austin to invite them to the Chamber.

#### b. Vendors Reports

i. Maintenance - Rick reported that LA Baking was hit with graffiti but it's gone today. His crew is evening out the squiggles on the sidewalks behind Armando. Steve reported that there has been graffiti on the light standards between Ave 24 and Daly. Some of the signs on the trash cans have been vandalized. Reggie is now getting his benefits through Chrysalis. Kyle asked if Chrysalis could clean up some facades with power washing. Rick advised him to hire a contractor privately.

ii. Security- Louis Martin from General Security reported the statistics for calls, observations, contacts and arrest assistance through January 31. Response time has been between 2-5 minutes. Captain Ortega invited the security officers to LAPD training seminars and roll calls. Louis credits Austin with working very cooperatively with General. We want to keep our foot beat Officers Romo and Martinez, so incidents should always be reported to LAPD.

iii. Tree watering - Armando reported Aaron Thomas said that we should get on the list in March for free replacement trees. Steve assigned him to be responsible for replacements since Ruben and Claudia are no longer participating. Armando is watering once a month since the rains. The mulch soaks up a lot of water. A lot of trees need pruning.

iv. Gum Removal - Armando reported that he is almost done with gum removal. Pasadena has been done to Broadway. Misty requested an email with a count of the blocks done. The workers are wearing their BID shirts. Frank suggested that Armando do a sample block with pictures of before and after. He has done the block in front of eb clothing as a sample.

#### c. Executive Director Report

i. Budget and 2010 Review - Misty submitted the Budget showing that we budgeted \$601,083 and only spent \$431,240 for the year from Jan '10 to Dec '10 leaving \$169,842. We generated \$923 in interest by putting our money in an interest-bearing account.

ii. Taxes - Sally Chan who took over Seymour Sachs' business, submitted an estimate for \$3750. Danny Reyes, from NFA, the company that is doing it for Highland Park, estimated \$1900. Although we would like to give our business to local accountant, there is no other one in LH. Sally wanted a 1099 for each board member which is not necessary. **MOTION: Allocate \$2000 to Danny Reyes for taxes and 990s, review and 1099s.**

**Moved: Wada/2<sup>nd</sup> Aparicio VOTE: unanimous. Motion passed.**

### VI. Other business

Frank pointed out that the deadline is today for applications to be received for the CRA Advisory Board. Each area will

have a member. Frank is applying to represent the LHNC. Steve volunteered to be the nominee for the BID. **MOTION:**  
The Board selects Steve Kasten as the proposed nominee for the BID on the Advisory Council of the CRA.

**Moved Aparicio/2<sup>nd</sup> Wada. VOTE: Unanimous. Motion passed**

VII. Adjournment

Meeting adjourned at 1:30pm.

VIII. Next meeting: March 11, 2011 at 11:30am to 1:00pm at the Café in the Heights.

# Lincoln Heights Benefit Association of Los Angeles

## Minutes Board of Directors Meeting

Date: Friday, January 14, 2011

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order – Meeting called to order at 11:40 by Steve Kasten, Chair Lunch

II. Public Comment

III. Approval of the minutes of November 12, 2010. **MOVED: Wada/2<sup>nd</sup> Aparicio VOTE: unanimous. Minutes approved.**

IV. Introductions - in attendance: (12) William Aparicio, Grisel Garcia, Brian Hanert, Misty Iwatsu, Steve Kasten, Stella Kim, Armando Martinez, Vera Padilla, Ray Reyes, Sevin Riley, Rick Stoff, Frank Wada.

V. Discussion and Action Items

a. President's Report- Steve reminded us to let Misty know if there's a problem on Broadway – don't try to solve it ourselves. The Mayor supports the BID.

b. Vendors reports

i. Maintenance - Rick reported that Lincoln Heights is looking good. Including graffiti, dumpsters. Bob Hanna at Valero called about graffiti way in the back – it was taken out promptly. The credit goes to the supervisor, Reggie – see C iv.

ii. Security- Brian Hanert from General Security reported that in November-Dec there were 30 calls for service, 139 observations made and 20 contacts. There was one arrest- a person throwing bottles. There were 4 contacts with street vendors. There's been an increase in graffiti with the high school kids now on Broadway. The officers ask the high school kids who congregate in front of stores to move on. Sevin wondered why they should have to. Sometimes the business owner feels that his entrance is obstructed. It was agreed that common sense should be used by the officers. In front of the Café it's OK.

iii Tree watering - Armando reported that he talked to Aaron at NorthEast Trees about replacing the trees. He will check the species. They should not be planted until the end of March. Ruben was to be working on this but is absent. At our last meeting we dropped the watering to once a month. During the rains there was no need

iv. Gum Removal- Armando reported that gum removal is done from Lincoln Park Avenue to Daly and to the Library on Workman. Yet to do: Broadway to Ave 18. After the gum is off, the squiggles need to be evened out by steam cleaning. Rick offered to try removing the squiggles. Armando offered to steam clean the block where the Valero is.

c. Executive Director Report

i. Holiday Decorations

a. Christmas Tree

Vera reported that the Christmas Tree cost \$2200. It's in 4 parts and easy to take down. None of the ornaments were stolen. Santa lit the tree at the ceremony. Ed Reyes didn't show. The Plaza de la Raza contributed entertainment. Martin brought in a DJ. 280 pictures were taken with Santa. William and Misty had a

phone conference regarding the light pole decorations – they were put up the next day. It cost \$4000 – we budgeted \$5000. Misty suggested that we buy more garland and bows as we don't need a permit to put them up. We only need a permit to put things on the poles. They charge \$135 per pole. We need to expand the decorations to Daly Street. We have \$12,000 available. Misty recommends we spend 5-7,000 on more decorations. **MOTION:** Approve \$5000- 7000 for additional garlands and bows. **Moved Wada/2<sup>nd</sup> Padilla.**  
**VOTE: unanimous. Motion passed.**

ii. Budget-Review 2010 Budget

Misty reported that in 2010 our expenses were: \$70,042 for administration, \$17,359 for city fees, \$16,572 for district ID and streetscape and \$327,341 for sidewalk and beautification. We are under budget in almost all categories. Our budget for the year was \$601,083.00. We have \$13,000 extra because of payment of back taxes. **MOTION:** Approve the budget for 2010. **Moved Wada/2<sup>nd</sup> Aparicio.** **VOTE: unanimous. Motion passed.**

2. Approve 2011 Budget Misty reported that we have spent \$43,415 so far this year on administration, holiday decorations, maintenance, rent and security. The Board decided last year not to raise assessment, so the Budget is the same as last year's .

iii. Security- Additional hours

Brian Hanert recommended a second security officer to give additional coverage of 38 hours a week. Their budget is now \$140,000 per year. With one officer, if he gets tied up there is no patrol. They get \$16.94 an hour. It would cost \$33,466 more a year. It's probably a good idea to have 2 people, one in a car and one on bike, but do we feel a need? William pointed out that we saved money by switching to General. The consensus was to wait until the contract comes up again.

iv. Maintenance

1. Storage

Our 6-month contract for storage runs out on February 28. It costs \$5400 for 12 months. It is needed for storing holiday lighting and bows and garlands. Also security and maintenance use it. **MOTION:** Approve \$5400 for rental of storage space for six months March-February 2012. **Moved Wada/2<sup>nd</sup> Aparicio** **VOTE: unanimous. Motion passed.**

2. Benefits

Reggie, the Chrysalis supervisor, has been made a regular employee and Rick requested that we consider adding \$7200 to the budget to pay for Reggie's benefits. He's been working a long time and deserves it. William said that Reggie handled a situation at Rodeo Grill. Vera said that Reggie went beyond the call of duty helping with the Christmas Tree. Reggie acts as a goodwill ambassador. **MOTION:** Approve \$8316 for benefits for the supervisor of the Chrysalis crew. **Moved Padilla/2<sup>nd</sup> Kim.** Discussion: William expressed concern that we need to make ends meet. – what if we don't get all of our money? Our income from the city comes in sporadically– might not come in until May – we need a cushion. Vera very low, not allowing for extra expenditures. Reggie has been working full-time for two years . Stella pointed out that normally there is a waiting period before benefits kick in. Misty will talk to Chrysalis. Motion tabled until next meeting.

d. Financial report- The Profit and Loss statements for 2010 and 2011 included in packet.

VI Other Business – none

VII. Adjournment

Meeting adjourned at 1:55pm.

VIII. Next meeting: February 11, 2011 11:30am to 1:00pm.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Annual

### Stakeholders Meeting

Date: Friday, November 12

Time: 11:00am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Lunch

II. Call to Order – Meeting called to order at 11:40 by Steve Kasten, Chair

III. Public Comment –

IV. The Alliance Charter School is looking for a location. Their first location is unavailable so they are looking at 1918 N Broadway. They will be building a new facility, hopefully to open August 2011. The EIR is scheduled for Dec 15.

V. Approval of the minutes of October 8, 2010. **MOVED: Holguin/2<sup>nd</sup> Wada VOTE: unanimous. Minutes approved.**

VI. Introductions- in attendance: (18) William Aparicio, Reggie Cannon, Richard deLong, Irene Holguin, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas Sr., Flavio Olivas Jr, Vera Padilla, Sevin Riley, Rick Stoff, Frank Wada.

VII. Discussion and Action Items

a. President's Report

Steve reported that the reaction on Broadway is generally good to the cleanup and security. There is still some negativity but complaints are dealt with promptly.

B. Vendors Reports

b. Vendors reports

i. Maintenance - Rick reported that Reggie has a handle on the cleanup. There are 5 crewmembers who change frequently because the Chrysalis program is designed to move them up promptly. Chrysalis employed 1500 homeless last year.

ii. Richard deLong reported that his officers are talking to the panhandlers and homeless which usually causes them to move on. Steve pointed out the importance of identifying themselves as coming from the BID. Patches have been ordered with the colors of the LHBA. Vera reported that someone from General came by at the Haunted House.

iii Tree watering

Armando reported that it is still slower because of the mulch, but he is able to do a whole side at a time. Big trucks park overnight in front of Carls Jr and tear out branches. Re tree replacement, Ruben has not been to the meetings. The plan is for NorthEast Trees to replace them. Armando will take over from Ruben and call Aaron at (323) 441-8636.

iv. Gum Removal

Armando reported that he is almost to Workman with two workers. The rain



delayed the work for 2 weeks.

c. Close open meeting

d. Open Board of Directors and Executive Board meeting

e. Executive Director Report

i. District Christmas Tree

Vera reported that the Christmas Tree has been purchased. She got a deal for \$2000 instead of \$4000. The Tree-lighting will be on December 4.

ii. Holiday Decorations

To install holiday decorations it would cost \$140 per pole without lights. We have 70 poles - \$9800 total. We didn't pay that much last year. It was our intention when we bought the decorations to use them every year. Vera will be talking to Sonia at Ed Reyes office on Monday – she will ask for assistance. **MOTION:** Allocate \$10,000 to pay for installing Christmas decorations. **Moved: Wada/2<sup>nd</sup> Padilla. VOTE: unanimous. Motion passed.**

f. Financial report

Misty reported that \$596,440.84 has been received by the City Clerk's office. \$599,083.00 is budgeted for assessments. A \$2000 grant from DWP did not come through. \$15,000 is paid to the City Clerk's office or 1%. **MOTION:** Approve the budget with the same figures for next year. **Moved Wada/2<sup>nd</sup> Aparicio.** Discussion: William pointed out that we can move 10% money around into different categories.

**VOTE: Unanimous. Motion passed.**

VI. Other

business

Austin Fernald invited Richard deLong to the LAPD weekly crime control meeting to keep up to date on crime. William announced the Tamale Throwdown on Friday and Saturday in El Sereno. Frank pointed out that the CRA is joining with the Planning Department in developing the Cornfields area West of the 5 Freeway. It will be funded by tax increments.

VII. Adjournment

Meeting adjourned at 1:18pm.

VIII. Next meeting: January 14, 2011 11:30am to 1:00pm. No meeting in December.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of this Board of Directors

Date: Friday, October 8, 2010

Time: 11:30am to 1:00pm

Place: The Café in the Heights 3510 N. Broadway, LA 90031

I. Call to order at 11:43 by Steve Kasten, Chair

II. Public Comment-Paul Medina, Lincoln Heights Neighborhood Council requested the support of the BID to fund the purchase of a Christmas Tree.

III. Approval of the minutes of September 10, 2010 **MOVED: Aparacio/2<sup>nd</sup> Padilla VOTE: UNANIMOUS.**

IV. Introductions: Paul Medina-Ray

V. Discussion and Action Items-

a. Vendors report

1. Maintenance-Rick stated Graffiti is cleaned up immediately, SW corner of Griffin, clean, Broadway/Daly-clean, all graffiti that is reported or visible is cleaned up immediately. Trash bags have not paid for them as of today.

11. Security-Gang members hanging out at the Auto Zone, Five Points area shoplifting problems, Big Saver reported vagrancy problems. Officer Cook and Walsh continue to work with LAPD. Bike Patrol is requested to wear jacket for identification purposes. Sidewalk Sale –bike patrol was visible, but with no BID identification, people from the community asked if they were LAPD. Frank Wada requested their presence for the Haunted House Venue on Sunday, October 31<sup>st</sup>.

111. Tree Watering-Armando watering trees with planters, two palm trees has been removed across from KFC. Trimmed north side -3 trees, on the south side trimmed ¾ trees, lot of watering new trees planted on September 15, 2010. Gum removal-Demo demonstration on Thomas. Some of the gum removal is leaving a spotty look. Merchants are thanking Armando for the gum removal.

b. Close open meeting

c. Open Board of Directors and Executive Board Meeting

President report Steve reported on the visit to Little Italy in San Diego, stated that the community had come together to make the community a safe place to shop and live in. Steve talked about the hanging planters something we should think about.

e. Executive Director report

I. Misty reported that she would like to design the Web Page –**MOVED: Wada/2<sup>nd</sup> Padilla VOTE:-UNANIMOUS.** Misty reported that she will continue to look for grants that can apply to Lincoln Heights or the BID. She is working on producing a directory map of Lincoln Heights. Mention of Farmers Market-discussion will continue. Marketing strategies should be considered for next year.

II. Annual/Election Meeting on November 12, 2010 lunch will be provided

III. Christmas Tree-Presentation by Vera Padilla, requesting \$5,000.BID to purchase a tree for the Christmas Holidays-The Lincoln Heights NC will sponsor the lighting of the tree, pictures with Santa, Refreshments, Christmas Caroling. Motion to allocate \$4,000 for a Christmas Tree **MOVED: Wada/2<sup>nd</sup> Aparacio VOTE: UNANIMOUS-Request a November report on a live or an artificial tree.**

IV. Chinese Vietnam American Church-Misty reported that the church is in financial hardship, and can't pay their full taxes. Discussed the possibility of the church providing translation services in exchange for part of their tax assessment. It was suggested that if we provided this to one agency, other agencies would find out and ask for the same service by the BID. No Vote.

f. Board Directors

I. Maintenance-Chrysalis -**MOVED**: Aparacio/2<sup>nd</sup> Wada **VOTE**: UNANIMOUS-contract six months with review

II. Security-General-**MOVED**: Wada/ 2<sup>nd</sup> Padilla **VOTE**: UNANIMOUS-Six months with review/ID Visibility Uniform/jacket

III. Watering-H2O-**MOVED**: Padilla/2<sup>nd</sup> Wada **VOTE**: UNANIMOUS-Six months with review adjust watering to 1 or 2 times/weekly.

IV. Executive Director-**MOVED**: Aparacio/2<sup>nd</sup> Wada **VOTE**: UNANIMOUS-

g. Financial Report-Financial report was presented to the Board

V. Other Business:

VI. Adjournment

VIII. Next Meeting November 12, 2010 11:30am-1:00pm at Café in the Heights. Lunch will be served.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the Board of Directors

Date: Friday, September 10, 2010

Time: 11:30am to 1:00pm

Place: The Café in the Heights, 3510 N Broadway, LA 90031

I. Call to Order – Meeting called to order at 11:42 by Steve Kasten, Chair

II. Public Comment – William announced the El Grito softball game at the Boys and Girls Club on Saturday, September 25 from 11-3pm between the politicians and the locals. It's a tradition that is being revived – need good attendance. Also on September 23, Steve is opening his new office at Ave 24 and Broadway – grand opening at 11am.

III. Approval of the minutes of August 13, 2010. **MOVED: Aparicio/2<sup>nd</sup> Wada VOTE: unanimous. Minutes approved.**

IV. Introductions

In attendance: (13) William Aparicio, Ruben Chavez, Richard deLong, Irene Holguin, Misty Iwatsu, Steve Kasten, Armando Martinez, Flavio Olivas Jr., Vera Padilla, Sevin Riley, Dora Roberts, Rick Stoff, Frank Wada.

V. Discussion and Action Items

a. Vendors reports

i. Maintenance – Rick says it looks good. The cleanup guys are wearing vests and black hats so as to be identifiable. They are handing out the newsletter. A dumped couch has been removed. Ruben suggested that the phone number should be on the signs on the trash cans. The City is no longer paying for trash bags. They used to pay for about half of what we need. We need 8-9 boxes /month. They cost \$30/box. Possibly we can get money from Sanitation – Rick will check with Marisol. Graffiti supplies and gloves are still uncertain. **MOTION: Approve up to 4 boxes of trash bags per month as needed until the end of the year, starting in September. Moved: Padilla/2<sup>nd</sup> Wada VOTE: unanimous. Motion passed.**

ii. Security –Richard de Long from General Security reported that the bike patrol has begun – the officer is on his bike 3-4 hours per day, staying close to his car. Stickers are being handed out to businesses. They have been called 2 times – response time was less than 3 minutes. There were 37 observations and 3 arrests in which General assisted. Richard asked for advice on how to handle homeless. The general policy is to ask them to move along. If sitting on benches just go up and talk to them. If they are begging or bothering people they are asked to leave. As for a more permanent solution, Rick Stoff pointed out that you need an organization like PATH too come out and assess their situation. Richard offered to donate security for 4 hours during the El Grito game – offer accepted.

III. Tree watering – Armando reported that some of the trees need trimming – some branches are low. Misty asked for a list. Armando will start gum removal on the 15<sup>th</sup> at the East end. Ruben asked for a written report. Armando will take pictures and we can track it visually. Armando will be working at 4-5am Monday-Wed since Thurs-Fri there are more people. The palms in the planters were replanted.

b. Close open meeting

c. Open Board of Directors and Executive Board meeting

d. President's report Steve urged us to stay the course, keep the momentum going. Also there is a conference in Little Italy in San Diego at New City America on Friday, September 24 from 8:30-12:30. Cost: \$70 for registration. **MOTION: The BID will pay the expense of \$70 for all Board members who wish to go to the New City America Conference in Little Italy on September 24, 2010, plus three other interested parties. Moved: Wada/2<sup>nd</sup> Padilla VOTE: unanimous. Motion passed.**

e. Executive Director report

i. District branding- Misty announced that the poster will be ready by next meeting to be given out to property and business owners to put in the windows.

ii. Meeting date change - Misty reported that Marisol asked us to change the meeting day because she is on furlough some Fridays. Discussion – it was hard for us to settle on a time – we don't want to change it. Maybe she could request not to be on furlough the 2<sup>nd</sup> Friday. **MOTION:** At this time the BID will not change its meeting day. **Moved: Padilla/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**

iii. Election meeting – Misty reminded us that we have to have an election every year and that notification must be sent out 60 days before the election. We have two openings for property owners. We now have 11 board members. We need an election committee – Vera, William and Frank volunteered. The President accepted the volunteers for the committee.

iv. Annual Meeting On November 12, 2010 we will have our annual meeting - lunch will be provided.

f. Operations committee report

i. Tree replanting – Ruben has been informed that City now no longer allows some of the trees to be replanted in the places where they were originally planted. NorthEast trees therefore won't put them in. It was agreed that NETrees should put in the ones that they feel they can replace; we will bootleg the others. Ruben asked a tree trimming company to call Misty but they haven't yet.

ii. Pressure Washing - no action

g. Financial report

i. Taxes, review of financial statement and 990s – update Misty reported that the taxes are done and the 501C3 is now being done by Seymour Sachs. \$490,000 is owed in delinquent assessments and \$119,00 has been paid this month.

ii. Amend bylaws to Calendar Year. Our Bylaws, article 10, say that our fiscal year runs July 1-June 30. It would be better if it started January 1, the calendar year. **MOTION:** Amend the Bylaws to change accounting from the fiscal to the calendar year. **Moved: Wada/2<sup>nd</sup> Olivas. VOTE: 6 ayes, 1 abstention. Motion passed.**

iii. Signatures on Checks Misty reported that Seymour Sachs says that we need to add two more signatories to sign checks in the event that Steve and William are not available. **MOTION:** Add two signatories to the bank accounts: Sevin Riley (Secretary) and Frank Wada (Vice President). Any 2 of the 4 signatories may sign. **Moved: Padilla/2<sup>nd</sup> Holguin. VOTE: 7 ayes, 0 nays. Motion passed.** Frank and Sevin will need to provide personal information and to Dora and she will need the minutes.

VI. Other business Vera proposed a big tree at the Mirabal parking lot. The BID could collaborate with the LHNC. Misty agreed to agendaize for the next meeting. Need to get costs. Sevin reported that her contact in CalTrans, Toby McElroy, says that we are not a high enough priority to get the landscaping on the South side of the 5 Fwy at Broadway done. We need to put pressure on CalTrans. He is not allowed to meet with the BID at this time. Misty asked for his contact information so she can send a written invitation.

VII. Adjournment Meeting adjourned at 1:25pm.

VIII. Next meeting: October 10, 2010 11:30am to 1:00pm

# Lincoln Heights Benefit Association of Los Angeles

## Meeting Minutes of the

## Board of Directors

Date: Friday, June 11, 2010

Time: 11:30 to 1:00PM

Place: The Cafe in the Heights, 3510 N Broadway, LA 90031

- I. Call to Order - Meeting called to order at 11:49 by Steve Kasten, chair.
- II. Public Comment - none
- III. Approval of the minutes of May 14, 2010. **Moved: Wada/2<sup>nd</sup> Aparicio VOTE: unanimous. Minutes approved.**
- IV. Introductions In attendance (15) William Aparicio, Ruben Chavez, Cindy Iwaki, Misty Iwatsu, Steve Kasten, Armando Martinez, Vera Padilla, Phil Peters, Sevin Riley, Jesse Rosas, Saul Ruiz, Teo and Yara Sagedie, Rick Stoff and Frank Wada.
- V. V. Discussion and Action Items
  - a. Vendors reports -

Rick from Chrysalis reported that the logo will be on the new reflective vests when they are reordered. There has been a lot of graffiti lately. Misty requested that the bronze plaques in the sidewalks be shined. What cleaner? Sevin said that Brasso is highly toxic. Chrysalis was out during the Sidewalk Sale and did a great job.

Post reported that their officers have been having more contact with transients.at 3 places: 5points, behind the 99Cents and at the BiRite. Now when they see Post coming, they disperse. Post was the first on the scene of a robbery at the Airliner. LAPD was notified. Ruben asked that Post drive slower.
  - b. President's report  
Steve emphasized the importance of recognition for BID. All the vendors should think about how to identify the BID – vests? Jesse said that magnetic signs on the cars can be removed when they go to other neighborhoods.
  - c.
    - I. Logo review – Misty showed logo selection. Consensus was reached that we like #4, the bottom right-hand one, with different block-type typeface. We definitely want to keep the clock image. Also, Lincoln Heights Benefit Assn should be on the bottom. For lapel pins, the writing would be too small. Discussion about whether to have lapel pins. We should put another sign on the trash cans, size 11X14. **MOTION: Approve logo.#4 with the addition of Lincoln Heights Benefit Assn on the bottom and blockier letters . Moved: Aparicio/2<sup>nd</sup> Wada. VOTE unanimous. Motion approved.**
  - ii. Insurance renewal  
Misty reported that our D&O and general liability policies are paid. .
  - ii. Taxes  
Seymour should have them done in a couple of weeks for us to review. He thought that the Board was getting paid which is why he asked for our ss's.
- d. . Operations committee report.
  - I. Tree replanting  
Only one organization agreed to make a proposal – North East Trees. Aaron Thomas will send Misty a proposal. Armando reported 10 missing trees. There may be some new restrictions on placing them – Aaron has copy of new laws. We will be able to get the trees for free from the City in the fall. We will not have to get permits. The BID will have to pay for the removal of stumps. Ruben suggested decomposed granite in the treewells. Discussion of options – can't be too loose like bark. Mulch keeps the water in the wells longer. Frank went to a workshop on green options – he will look into green materials. Ruben asked for permission to replace the palms in the little planters. He will bill the BID for the cost. Jesse asked if the tree outside his property could be

trimmed. Misty said we would have to do the whole district. The City is on a 12-15-year trimming schedule. Tree trimming comes under maintenance – Misty will look for a way to fit it in the budget.

ii. Pressure washing

Power Wash made a proposal for \$102,600 for a year – too expensive. H2O 's proposal was for \$20,000 for 6 months for pressure washing with gum removal Discussion of meaning of terms pressure washing, steam cleaning, deep cleaning and gum removal. The difference is in the size of the opening in the nozzle. Pressure washing is basically a bath. We can try H2O for 6 months and reevaluate when we reevaluate security.. Ruben asked that H2O provide a schedule showing when they will be working Chrysalis already does that. H2O hasn't been asked. Question whether we should micromanage vendors. **MOTION:** Approve \$20,000 to H2O for 6 months for pressure washing and gum removal for the whole district **Moved: Riley/2<sup>nd</sup> Wada. VOTE unanimous. Motion passed.**

e. Financial report

Report on Profit and Loss Budget vs Actual shows us over budget because taxes haven't come in from the City yet. The office that handles that is down to one person due to cutbacks. Property taxes from April 10 are not included.

VI. Other businesses

Vera reported that she and her committee will meet with Misty to make up the Directory.

VII. Adjournment – Meeting adjourned at 1:47PM by Steve Kasten. Next meeting August 13 at 11:30AM at 3510 N Broadway. No meeting in July

# Lincoln Heights Benefit Association of Los Angeles

## Meeting minutes of the

## Board of Directors

Date: Friday, May 14, 2010

Time: 11:30 to 1:00PM

Place: The Cafe in the Heights, 3510 N Broadway, LA 90031

- I. Call to Order - Meeting called to order at 11:35 by Steve Kasten, chair.
- II. Public Comment Marisol Salguero reported that the City will pay for trash bags and graffiti equipment Friday Vera will be honored at the City Council at 10AM for her outstanding contributions to the community. The Sacred Heart Festival will be held Saturday and Sunday from 10 to 10.. Now you can report bulky items on line at LACitysan.org. Illegal dumping will be picked up the next business day. A service request will be picked up in 2-3 business days Also you can report graffiti on line at [www.anti-graffiti@lacity.org](mailto:www.anti-graffiti@lacity.org) for removal within 3-4 business days. The Altura Youth Center is scheduled for a soft opening on May 24. The boxing club was given a tour of the facility. .
- III. Approval of the minutes of April 16, 2010. Correction: the date was incorrectly indicated as March 12. **MOTION:** Approve the minutes for April 16, 2010 with correction. **Moved: Wada/2<sup>nd</sup> Olivas. VOTE: unanimous. Minutes approved**
- IV. Introductions In attendance (17) William Aparicio, Frank Binch, Ruben Chavez, Grisel Garcia, Misty Iwatsu, Steve Kasten, Armando Martinez, Martha Morales, Flavio Olivas, Vera Padilla, Phil Peters, Sevin Riley, Dora Roberts, Saul Ruiz, Marisol Salguero, Rick Stoff and Frank Wada.
- V. V. Discussion and Action Items
  - a. President's report  
Steve pointed out that city services are being cut and the BID fills the void.
  - b. Executive Director Report
    - i. Logo review – Misty showed possible other logos. Discussion about whether to hire a designer to do a new one.. Misty will make some changes and bring the old logo back to the Board.
    - ii. Insurance renewal – Misty is still working on the insurance
    - iii. Taxes, review of financial statements & 990s – Seymour Sachs wants the social security numbers of the board. Misty told him we objected – he will let Misty know if he can do without them. .
  - c. Vendors reports -  
Chrysalis- Rick reported that he has made a list of high graffiti and reported it to the City. The schedule for pressure washing was to have been Jan-June but was moved up a month in December.24<sup>th</sup> Street has been pressure washed. The trick is to find the balance between pressure washing and graffiti. Getting the gum off takes a lot of time. The water from cleaning is not supposed to go down storm drains – they put it in the treewells.The crew has been attentive to the Valero station as Mr Hanna complained Ruben is authorized to enhance the little planters as he sees fit.  
H2O – Armando reported 10 missing trees. He will need more dirt for the trenches.  
**MOTION:** During the summer (June July, August and September) increase watering to two times a month. **Moved:Aparicio/2<sup>nd</sup> Olivas. VOTE: unanimous. Motion passed.**  
Post – Saul reported that there was a car burglary on Pasadena Ave – a smash and grab. They have stepped up contacts with transients so that now they move along when they see Post. The merchants are getting to know the Post officers.
  - d. Operations committee report
    - i. Pressure washing – The committee reviewed proposals from 4 companies.. Two were too expensive, leaving H2O and Chrysalis. The committee chose Chrysalis because it was the best price. **MOTION:** Approve six months maintenance contract with Chrysalis for \$19,200 or \$1600 per month with no gum removal. **Moved: Padilla/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**



ii. Security – Four companies submitted proposals. The Committee chose General Security because they were amenable to bikes, which Post was not. Bikes show that they are with Lincoln Heights. General has cars that can hold the bikes. Also we felt that we don't see Post enough. We will tell Post that we are changing to compare for 6 months. **MOTION:** Approve six month contract with General Security at \$8809 per month. **Moved: Wada/2<sup>nd</sup> Padilla. VOTE: 5 ayes, 1 nay. Motion passed.**

iii. Maintenance – **MOTION:** Continue current contract with Chrysalis. **Moved: Wada/2<sup>nd</sup> Riley VOTE: unanimous. Motion passed. MOTION:** Approve tree watering contract once a month with H2O @ \$850 per month. Contract is for six months. **Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.** Mando will provide information about tree replacement costs at the next meeting.

e. Financial report

Report on Profit and Loss Budget vs Actual included in packet.

VI. Other businesses

Sevin reported that Quick'r Printer was not interested in opening a branch in Lincoln Heights.

VII. Adjournment – Meeting adjourned at 1:30PM by Steve Kasten. Next meeting June 11 at 11:30AM at 3510 N Broadway.

# Lincoln Heights Benefit Association of Los Angeles

## Meeting minutes of the

## Board of Directors

Date: Friday, March 12, 2010

Time: 11:30 to 1:00PM

Place: The Cafe in the Heights 3510 N Broadway, LA 90031

- I. Call to Order - Meeting called to order at 11:40 by Steve Kasten, chair.
- II. Public Comment Elizabeth Morin from Lincoln High School announced a Festival of the Arts to be held at Lincoln High School on May 15 – flyer will come. Business are invited to take a booth. Also the Mayor is sponsoring a writing contest for Asian and Pacific Islander students. Marisol Salguero from CD1 reported on the protest about the closing of the boxing club at the LH Jail. It has been red tagged by the Fire Dept. CD1 is working with Rec and Parks to find an alternative site. Officer Pedrosa, our foot beat, reported on the problem of street vending on Ave 26 in the evening. The Health Department needs to deal with it. If the vendors are given a ticket, they lose their cart which costs \$1500.
- III. Approval of the minutes from March 12, 2010. **MOTION:** Approve the minutes for March 12, 2010 . **Moved: Holguin/2<sup>nd</sup> Wada. VOTE: unanimous. Minutes approved**
- IV. Introductions In attendance (20 )William Aparicio, Ruben Chavez, Song Choi, Milad Hanna, Irene Holguin, Misty Iwatsu, Steve Kasten, Armando Martinez, Don Menchaca, Flavio Olivas, Vera Padilla, Richard Parente, John Pedrosa, Phil Peters, Ray Reyes, Sevin Riley, Saul Ruiz, Marisol Salguero, Rick Stoff, and Frank Wada.
- V. Discussion and Action Items
  - a.. President's report Steve said that he sees changes – he is opening another office in LH. Several vacancies on Broadway have been filled.
  - b. Executive Director Report
    - i. Rent-storage **MOTION:** Approve the rental of the same storage place for the same amount: \$400/month plus \$50 utilities totaling \$450/month or \$5,400/year. **Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**
    - ii Insurance renewal **MOTION:** Approve payment for directors and officers liability insurance up to 25% increase over last year. **Moved: Kasten/2<sup>nd</sup> Wada. VOTE Unanimous. Motion passed.**
    - iii Taxes  
Misty presented three proposals for tax services: Danny Reyes, RBZ and Seymour Sachs. Seymour did it last year and his office is in Lincoln Heights. **MOTION:** Approve proposal for \$1900 from Seymour Sachs to prepare a review statement for us and application for 501C. **Moved: Riley/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**
    - iv. Misty reported that the storage rent is up at the end of February. **MOTION:** Approve storage rental in the amount of \$400 per month plus \$50 for utilities, or \$5,400 per year. **Moved: Wada/2<sup>nd</sup> Holguin. VOTE: unanimous. Motion passed.**
  - c. Vendor reports  
Richard Parente from Chrysalis, supervisor of the crews, was present. Rick reported that CVS has gotten the right color paint. More work is being done on the treewells. The summary report for March shows 1316 bags of trash, 228 graffiti tags and 22 bulk items as well as 16 pressure washing hours. Milad Hanna complained that he is not getting his moneys worth – graffiti has been there for two weeks. Rick didn't know about it – will look into it. Ray Reyes complained that the police are giving too many tickets and discouraging customers. Marisol pointed out that Ed Reyes has asked for additional patrols since the recent shootings at the request of the community.

Phil Peters and Saul Ruiz from Post reported that they have been walking the neighborhood and giving out welcome letters. The problem of the drunks and vagrants on the Smart and Final parking lot is being dealt with by making them uncomfortable. Post's job is crime prevention not arresting. Flavio Olivas reported that the

neighborhood is better than he's ever seen it.

Armando reported that there are 10 missing trees. NE Trees contracted to maintain them for one year – that has passed. Armando will get cost estimates on removing stumps. **MOTION:** Authorize the Operations Committee to make the decision on the contractors for security and maintenance. **Moved: Wada/2<sup>nd</sup> Riley.**

**VOTE:unanimous. Motion passed.**

d. Operations Committee Report

i. Contracts:Four companies made bids for pressure washing, four for security and three for maintenance. The committee is still deliberating. **MOTION:** The Operations Committee will meet again to receive proposals and make decisions on pressure washing, security and maintenance. **Moved Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**

ii. Outdoor Living Room

Sevin presented a proposal from Steve Cancian, a landscape architect, for putting furniture along Broadway designed by a committee of local residents. This was to be a Neighborhood Council project but the NC is restricted to paying for hard goods. The idea is for the BID to pay for the consulting services and the NC for materials. Sevin showed some possible designs. The question was raised whether they would fit in with the Victorian look of the new benches and trash cans and lights. That would depend on the designs. **MOTION:** Approve \$2500 for consultant services on the Outdoor Living Room on the condition that the Board approve the designs. **Moved: Riley/2<sup>nd</sup> Wada. VOTE: unanimous. Motion approved.**

e. Financial Report

The Profit and Loss statement shows that we have spent \$146,330.91 since January 2010 out of our yearly budget of \$601083.00.

VI. Other business - none

VII. Adjournment

**MOTION TO ADJOURN: Kasten/2<sup>nd</sup> Wada VOTE: unanimous. Adjourned at 1:30PM. Next meeting Friday, May 14, 2010 at the Cafe, 3510 N Broadway at 11:30AM.**

# Lincoln Heights Benefit Association of Los Angeles

## Meeting minutes of the Board of Directors

Date: Friday, March 12, 2010

Time: 11:30 to 1:00PM

Place: The Cafe in the Heights 3510 N Broadway, LA 90031

I. Call to Order - Meeting called to order at 11:35 by Steve Kasten, chair.

II. Public Comment

Don Mercado from Alta Lofts announced their grand opening on March 20. Ed Reyes will be there at 1pm. There are 104 homes from 202K averaging 300 to 350K. They are 650 to 2700sq ft. most around 1000. There are 29 different floor plans, which can be used as live-work. Vera announced that Jesse Rosas from the NorthEast Business Association has called a meeting with the Chamber of Commerce to talk about the state of Broadway. It will be held Tuesday, March 16 at the Cafe in the Heights. Marisol pointed out that parking rates went down due to Ed Reyes' efforts. She will bring flyers to let the merchants know. Marisol reported that there have been car break-ins at Smart and Final. A perp was caught in the act. Also the SouthEast AsianCommunity Alliance is starting a community garden at Altura and Griffin, behind the rectory. Also, an accelerated saving account is available from \$500-700 which will return 19% interest. It is secured by the FDIC. You have to qualify. Also there will be closures on the 110 at night April 23-March 26.. Also CD1 may get back some discretionary funds. If we need funds, we should request them before June 30. Also the clock dedication will be on March 25 at 10 AM.. Marisol reported that block parties and Framers Markets are exempt from fees. But they still need permits. for street closures.. Samuel Lee complained that the sign at the intersection of Broadway and Spring is inappropriate for children. There is a day care center and rec center as well as Young Nak nearby. Marisol will check to find out if there is a restriction on tobacco ads near schools. Whether any thing can be done depends on the original contract.

III. Approval of the minutes of February 19, 2010. Correction: Vera was present. Also Mike Fong did not help with replacement trees, but with new ones. **MOTION:** Approve the minutes for

February 18, 2010 with two corrections. **Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Minutes approved**

IV. Introductions

In attendance (14 )Robert Ackerman, Claudia Agraz, William Aparicio, Rob Baird, Sonny Choi, Irene Holguin, Misty Iwatsu, Steve Kasten, Armando Martinez, Don Mercado, Sevin Riley, Dora Roberts, Saul Ruiz, Marisol Salguero, Rick Stoff, Paul Visconti and Frank Wada.

V. Discussion and Action Items

a.. President's report Steve pointed out that city services are being cut and the BID fills the void. Graffiti discourages businesses from coming in. Crime is down on Broadway.

b. Executive Director Report

Meeting schedule

Misty recommended we not meet in July and Dec .Our annual meeting will be held in November.

ii. Disbursements

Misty reported that \$12,500 has been paid of outstanding assessments. \$139,000 was received from the City Clerk. We have \$192,000 available

iii. Assessment roll

Misty pointed out that we had previously discussed keeping the assessments the same but not voted. **MOTION: Keep assessment of property owners the same in fiscal year starting July 1, 2010-and ending**

June 30, 2011..**Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**

iv. Website

A proposal by Vivian Mould for \$3690.00 for total design and implementation of website was presented.. No action taken

v.. Filling VP position

Frank was nominated by acclaim for Vice President since Robert Ackerman resigned. If anyone speaks up we will vote between two nominees; otherwise Frank will be Vice President. MOTION: Frank is

appointed interim VP. Moved: Wada/2<sup>nd</sup> Padilla. VOTE: unanimous. Motion passed.

c.. Reports from vendors

i. Security – not present. Misty pointed out that people are still not aware that POST is paid for by the BID. POST will be asked to put a sign on their car. - perhaps a removable magnet sign. ii. Maintenance and pressure washing

Rick reported that they are working on the graffiti in the alleys. Graffiti should not stay up more than a couple of days. Sometimes we can't wait for the LACC crew. Reportedly CVS had graffiti for three weeks. - too long. Rick didn't know about that. Jesse requested that Daly and Broadway be done twice a day. Misty pointed out that the contract is for once a day.

iii. Plant maintenance

Armando reported that some of the plants in the planters have been stolen. Ruben agreed to go to Home Depot and get replacement plants – if he needs Armando, he will call. Misty will reimburse him. Armando is to make up a list of missing trees.

d. Operations Committee report

Rob Baird presented the proposal for a market survey from Emerging Markets, describing the 4 components. Misty pointed out that we need to get other options, for example from Occidental College, USC and Cal State LA. We should also try UCLA. Their business schools might want to take us on as a project. The joint committee will meet again as soon as we have alternative proposals to look at. Misty can do the communications piece in-house.

e. Christmas Parade

Vera reported that the Neighborhood Council will not be able to fund the Christmas Parade in 2010, so the committee is asking the BID to help. The Parade has 6 year history.. Misty said that there should be someone hired to do the fund raising and to produce the program. There has never been a serious fund raising effort in the past and no program. The other committees of the Parade, such as participants, announcements, logistics, permits etc. are ready to do their jobs on a volunteer basis. It was agreed that there needs to be a Chair to represent the committee to the outside world. However the committee is accustomed to consensual decision making, not top-down. Previous Parade committee members Frank, Vera and Sevin will discuss the selection of the Chair and the definition of his/her duties and report back to the BID board in April.

VI. Treasurer's Report

Misty reported that \$137,000 has come in this year and the City has already released it to the BID. There was \$42,000 in late payments. Expenses include : Exec director, insurance, office supplies, postage, accounting,, advertising, holiday decorations,marketing and promotions, printing, website, licenses, maintenance, rent and security totaling \$601,083. MOTION: Approve the budget as presented. Moved: Wada/2<sup>nd</sup> Riley. VOTE: unanimous. Motion passed

VII. Other business

Robert Ackerman resigned as vice president, since he has retired and is moving to Del Mar. He said that his heart is still in Lincoln Heights and he will stay in contact. He pointed out that we have a window of opportunity in this down economy that may not come around again. Smart investors are looking for promising projects. Experience shows that it

doesn't happen without the Councilman behind it and Ed Reyes is. Steve pointed out that we should be looking for a replacement – must be a property owner..

Sevin has made inquiries about the trolley – will report next meeting.

Misty handed out the business information sheet . This information will go in a database along with Sevin's Inventory. The forms are to be distributed to the businesses.. Sevin has agreed to do this. Misty pointed out that the Operations Committee needs to meet to approve the contracts. They will meet after the next board meeting.

#### VII. Adjournment

**MOTION TO ADJOURN: Kasten/2<sup>nd</sup> Wada VOTE: unanimous. Adjourned at 1:27PM. Next meeting Friday, April 9, 2010 at the Cafe, 3510 N Broadway at 11:30AM.**

# Lincoln Heights Benefit Association of Los Angeles

## Meeting minutes of the Board of Directors

Date: Friday, February 19, 2010

Time: 12:00 1:30PM

Place: Lincoln Heights Benefit Association Office, 2716 N Broadway, LA 90031

I. Call to Order Meeting called to order at 12:10 Steve Kasten, chair.

### II. Public comment

Irene reported that the Alliance Charter School which is now housed in the Boys and Girls Club will have to move. They have 470 students and need 20,000 sq feet . If anyone knows of a location, please call Irene (323) 254-5221.

Frank pointed out that we are going to lose part of our DASH route – the part going to the hospital and to Union Station. Marisol urged us to phone, email or write in protest. You can call 311 and it will be recorded.

Don Mercado from Alta Lofts announced their grand opening on March 20. There are 6 stories – prices not available yet. They used graffiti-resistant paint. Frank pointed out that the ugly lot across the street was supposed to be a pocket park – perhaps the new residents will protest to the City about that.

Marisol from CD1 reported on the dire condition of the City budget. There is no budget for special events. They are waiting to see if the contract for chairs and tables will continue.

III. **MOTION:** Approve minutes of January 15, 2010 meeting. **Moved Wada/2<sup>nd</sup> Riley VOTE: unanimous. Motion passed..**

### IV. Introductions

In attendance (18 )Robert Ackerman, Claudia Agraz, William Aparicio, Rob Baird, Sonny Choi, Irene Choi, Irene Holguin, Misty Iwatsu, Steve Kasten, Armando Martinez, Don Mercado, Sevin Riley, Dora Roberts, Saul Ruiz, Marisol Salguero, Rick Stoff, Paul Visconti and Frank Wada.

### V. Discussion and Action Items

#### a.. President's report

Steve pointed out that starting the BID in hard times may be in the long run a good thing. This is the best time for developers to buy property, when it is low. He pointed out that Ed Reyes supports rezoning to put housing on the second floors above Broadway and even to use the airspace above the city parking lots. He reminded us of the Weingart study that was done ten years ago. He will locate it, even though it is out- of date. He reiterated that we need some entertainment – a theatre.

#### b. Reports from vendors

1 1. Security – not present. .Misty pointed out that Post responded to the complaint from Bob Hanna about 15 minute response time. They said that the original address was incorrect causing a delay. Also there was a complaint by Mercedes Hernandez at Pasadena Ave and Ave 26 that she saw no improvement. Chrysalis and Post both talked to her. Graffiti problems are due to relying on the City contractor (CCA) who is overwhelmed.

#### 2 ii. Maintenance

3Rick reported that he met with Richard of the CCA and concluded that the arrangement of having CCA do buildings and Chrysalis do poles and utility boxes is not working due to excessive demand for CCA's services. Chrysalis is taking on the buildings because they can do it quicker. He has hired a new graffiti remover. Unfortunately graffiti is increasing. Sevin pointed out we may need to address deeper causes. There will be NO DUMPING signs for the alleys. Twice a month the parking lots are cleaned. The extra \$2400 to go to alley cleanup will be used for building graffiti, and alleys will be done without charge. Second story cleanup must be done through a special city contractor and may not be available. Rick warned us that the City will be cutting back – may not provide plastic bags any more. Chrysalis has adjusted their schedule to cover the extra trash at the Sidewalk Sale. Students have commented on the clean streets.

#### 4 iii. Pressure washing

5Rick reported that the pressure washing of the whole district is complete – the basic washing, not the gum removal.

#### 6iv. Plant maintenance

Armando reported that some of the lantanas in the planters are looking poorly. Claudia agreed to meet with him to replace them and submit the bill to Misty. Sevin pointed out that the original description of the Targeted Neighborhood Initiative project stated that trees were to be replaced by Street Services. She

will bring the document. Mando reported six trees are missing. Vera said that Mike Fong was helpful in getting the trees near LHS replaced.

#### 1c. Holiday Lighting grant

2 Misty reported that she is working on the \$2000 grant from DWP for next year's holiday lighting.

#### d. Emerging Markets

presented the proposal for a market survey from Emerging Markets, Rob Baird describing the 4 components. Misty pointed out that we need to get other options, for example from Occidental College, USC and Cal State LA. We should also try UCLA. Their business schools might want to take us on as a project. The joint committee will meet again as soon as we have alternative proposals to look at. Misty can do the communications piece in-house.

#### e. Christmas Parade

Vera reported that the Neighborhood Council will not be able to fund the Christmas Parade in 2010, so the BID is being asked to help. The Parade has a tradition of 6 years. Misty said that there should be someone hired to do the fund raising and produce the program. There has never been a serious fund raising effort in the past and no program. The other committees of the Parade, such as participants, announcements, logistics, permits etc. are ready to do their jobs on a volunteer basis. It was agreed that there needs to be a Chair to represent the committee to the outside world. However the committee is used to consensual decision making, not top-down. Previous Parade committee members Frank, Vera and Sevin will discuss the selection of the Chair and the definition of his/her duties and report back to the BID board.

#### f. Meeting date and time change

Misty reported that the best time for people seemed to be the second Friday of the month at 12PM. Steve suggested 11:30 to 1:30 and go back to the Cafe so we can eat lunch. One problem with the BID office is that it is not handicapped accessible. The change to 11:30 and the Cafe was agreed to by consensus.

#### VI. Treasurer's Report

1 Misty reported that \$137,000 has come in this year and the City has already released it to the BID. There was \$42,000 in late payments. Expenses include : Exec director, insurance, office supplies, postage, accounting,, advertising, holiday decorations, marketing and promotions, printing, website, licenses, maintenance, rent and security totaling \$601,083. **MOTION:** Approve the budget as presented. **Moved:** Wada/2<sup>nd</sup> Riley. **VOTE:** unanimous. **Motion passed**

#### VII. Other business

Robert Ackerman resigned as vice president, since he has retired and is moving to Del Mar. He said that his heart is still in Lincoln Heights and he will stay in contact. He pointed out that we have a window of opportunity in this down economy that may not come around again. Smart investors are looking for promising projects. Experience shows that it doesn't happen without the Councilman behind it and Ed Reyes is. Steve pointed out that we should be looking for a replacement – must be a property owner..

Sevin has made inquiries about the trolley – will report next meeting.

Misty distributed the letter to property owners and business information sheet . This information will go in a database along with Sevin's Inventory. They need to be distributed to the businesses.

Misty pointed out that the Operations Committee needs to meet to approve the contracts. They will meet after the next board meeting.

#### VII. Adjournment

**MOTION TO ADJOURN:** Kasten/2<sup>nd</sup> Wada **VOTE:** unanimous. **Adjourned at 2:00PM. Next meeting Friday, March 9, 2010 at the Cafe, 3510 N Broadway at 11:30AM.**



# Lincoln Heights Benefit Association of Los Angeles

## Meeting minutes of the Board of Directors

Date: Friday, January 15, 2010

Time: 2:20PM-3:48PM

Place: Cafe in the Heights, 3510 N Broadway, LA 90031

I. Call to Order Meeting called to order at 2:20, Steve Kasten, chair.

II. Public comment

Irene reported free H1N1 vaccinations at Arroyo Vista for everyone. Also their mobile clinic is going out into the community. Arroyo Vista is offering a physical for \$25 for those who do not have insurance. Steve reported mostly positive reviews on the BID from business owners. He urged collaboration with the CofC. The LH Optimist Club and the CofC have challenged the politicians to a baseball game at the Boys and Girls Club on April 17 -\$5 to watch. It is a fundraiser for the B&G and the Optimists. Sevin showed the Inventory of Broadway Properties which she is working on. She has started a survey of Broadway shoppers which reveals that most of the shoppers come by foot and most are from Lincoln Heights. This could help in requesting traffic slowing. Also Sevin distributed an article from the LA Times about the effect of art in the windows of unleased storefronts to enliven the business corridor.

III. **MOTION:** Approve minutes of December 11 2009 meeting. **Moved Ackerman/2<sup>nd</sup> Wada VOTE: unanimous. Motion passed..**

IV. Introductions In attendance (16 )Robert Ackerman, Claudia Agraz, William Aparicio, Stephanie Espinosa, Bob Hanna, Irene Holguin, Steve Kasten, John Mensaca, Flavio Olivas, Ray Reyes, Sevin Riley, Dora Roberts, Saul Ruiz, Rick Stoff, Velasco and Frank Wada.

V. Discussion and Action Items

a. Reports from vendors

1Security

2Bob Hanna said that the response time was 15 minutes when he called – supposed to be 2 minutes. Post can walk employees to their cars late at night. Always call LAPD if you call Post to keep our statistics up. Post phone number: (800) 891-8425.

3Maintenance

4Rick reported 1044 bags of trash removed and 190 graffiti removed. Paint was obtained at no cost which allowed them to paint the hydrants and curbs at no charge. They distributed the flyers attributing decorations to the BID. Signs have been placed on the trash cans. The bottoms of the trash cans are being cleaned on a rotating basis. Rick has arranged a meeting with the 311 people to get more efficient graffiti response. Armando said he thinks that graffiti on the second stories should also be done. Rick doesn't have the equipment or the insurance. It would be very expensive.

5Pressure washing

6Rick reported that the pressure washing started in December – was not supposed to start until January. 40 hours has been done. Cleaning gum will be the next stage – it takes time.

7Plant maintenance

8Discussion over who is watering the palms in the planters. It was not in the Chrysalis contract.

b. Holiday decorations

Decorations were removed last weekend. We bought decorations for 70 poles but actually needed 20 more. The contract for next year will be considered in June by the committee on contracts or it could be considered by the whole board. Robert pointed out that we don't have enough members to fill subcommittees. Misty pointed out there are 15 bidders – might be too involved for the whole board.

c. Meeting date and time change

Andrea from Stadco has told us he can't make Fridays. It was suggested that we change to Thursdays from 2-4pm. Everyone agreed. Misty will email everyone about the change.

d. Alley maintenance

dRick presented a proposal to clean alleys in response to a request from a Board member .The cost would be \$2400 for 4 months (\$600/mo). **MOTION:** Add cleaning alleys to Chrysalis contract twice a month for 4 months at a cost of \$2400. **Moved: Riley/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**

VI. Other business

Sevin reported that the non profit Emerging Markets has approached the Neighborhood Council regarding a contract for economic development. The NC would not be able to fund the whole program, so the Planning Committee would like to confer with the BID and the CfC. Steve suggested that Sevin set up a meeting of the three organizations to discuss the project. Claudia expressed displeasure with litter in the BiRite parking lot. Jesse is the representative of the owner – he was asked to have it maintained better.

The CofC Sidewalk Sale will be held Feb 5-6-7. Permits are not being waived city-wide because of the city's budget crisis. This affects Farmers Markets and other events. Misty said she will bring up the subject at the BID consortium. Steve said that the cost was going to be \$8000 because of cost of LAPD and LAFD. The City charges \$68/hr with a minimum of 4 officers. We can't use private security. Flavio expressed concern if the sale does not take place – they will lose a lot. Robert suggested that the BID pay the fees this once, assuming it's an exceptional situation. Misty pointed out that it should benefit the whole district. **MOTION:** Approve payment of approximately \$8000 to cover fees for the Sidewalk Sale in February 2010. **Moved: Ackerman/2<sup>nd</sup> Holguin. VOTE: unanimous. Motion passed.**

Jesse requested the removal of the 3-sided advertising kiosk at Daly and Broadway because it collects trash. Steve pointed out that there might be a contract with Viacom Decaux. **MOTION:** Compose a letter of support for the removal of the advertising kiosk at Daly and Broadway. **Moved: Aparicio/2<sup>nd</sup> Ackerman. VOTE: unanimous. Motion passed.**

VII. Adjournment

**MOTION TO ADJOURN: Aparicio/2<sup>nd</sup> Wada VOTE: unanimous. Adjourned at 3:48PM.**

## Lincoln Heights Benefit Association of Los Angeles

### Meeting minutes of the Board of Directors

Date: Friday, December 11, 2009

Time: 2:00 PM-3:30 PM

Place: Cafe in the Heights, 3510 N Broadway, LA 90031

I. Call to Order Meeting called to order at 2:20, Steve Kasten, chair.

II. Public comment

Irene reported a special on the H1N1 vaccine at Arroyo Vista, which ends February 28. Also Arroyo Vista is offering a physical for \$25. George Magallanes from Ed Reyes' office expressed pleasure with the new Board. He emphasized the importance of maintaining the City's investment in the new furniture. He expressed the hope that the BID will change LH's image from gangs to prosperity. Property values will hopefully rise. Also CD1 has given out 6000 toys at 4 holiday events.

III. Approval of the minutes of 11-13-09.

Correction: Susan Ruelas was here.. **MOTION:** Approve the minutes of the meeting on 11-13-09 with correction. **Moved: Wada/2<sup>nd</sup> Holguin. VOTE: Unanimous. Minutes approved.**

IV. Introductions: In attendance (15) Claudia Agraz William Aparicio, Binu, Sunny Choi, Ruben Chavez, Irene Holguin, Jeffrey Kang, Steve Kasten, George Magallanes, Phil Peters, Dora Roberts, Saul Ruiz, Binu Rick Stoff, Paul Visconti and Frank Wada.

V. Discussion and Action Items

a. Planning Report

Misty presented the 2010 Annual Planning Report which will be sent to the City Clerk showing \$307,000 to be carried over into 2010. The total estimated budget is \$908,000, with approximately \$395,000 for sidewalk/beautification, \$53,000 for district identity, \$90,000 for administration and \$60,000 for contingency fees. There is no change from the District Plan. Out of \$599,000 assessed, \$500,000 was received. **MOTION:** Approve Management Plan for 2010. **Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.** Steve pointed out that Roberts Rules of Order allows us to contact a board member by phone or email for quorum. **MOTION:** The Board approves the contacting of absent board members by phone or email to obtain their votes if necessary for quorum. **Moved: Holguin/2<sup>nd</sup> Wada. VOTE: Unanimous. Motion passed.**

b. Reports from Vendors

i. Security Phil Peters from Post reported that they have been patrolling for 11 days from 12 noon to 4AM. He can be reached in the office at (626) 232-9335. Saul Ruiz is in charge of patrolling and Monica Alexander is the lead officer. She has been handing out stickers to the businesses. In a few days they will send out a letter on how to use the services. Post's role is before the crime takes place. For criminal acts call LAPD. We can call the office 24-7. Misty pointed out that any call to POST should be accompanied by a call to LAPD or they will reduce the officers based on low stats. Binu offered donuts to the officers at 7-11. Our contract with Post for security is for 6 months.

ii. Maintenance

Rick reported 22678 lbs of trash removed. Chrysalis will continue to be responsible for cleanup and pressure washing and H2O for tree watering and treewell maintenance. Rick urged us to report to him any anecdotes regarding the maintenance. They will be there to clean up after the Parade on e district. Sunday. Pressure-washing started Wednesday at Lincoln Park Ave moving west. The whole district will get a good hot pressure wash initially. Gum will be removed from Ave 24 to Daly. Once a week bulky items will be removed. Alleys are not included in the contract at this time. Rick gave Misty an estimate for that. Dora pointed out that EW Bank pressure washes every other week on their parking lot and sidewalk. Irene reported a problem in the parking lot behind Arroyo Vista where a group of alcoholics congregate and leave junk – Rick will check it out. We may establish an operations committee to review contracts or we could continue to approve them by the whole Board.

iii. Replacement plants for planters. Claudia and Ruben planted palms and lantanas in the 12 planters.

c. Decorations

Decorations were installed on the light poles on Thursday. Post drove behind them. They went up

quickly. The light poles were supposed to have plugs but they don't. This makes it harder to light the decorations. Next year we hope to light the decorations, but it will be expensive.

d. Executive Director contract

Misty left the room as her contract was discussed. William expressed satisfaction with her expertise and said she is worth every penny of \$5000/month. Sevin pointed out that since she is only working part time for us perhaps she should receive less compensation. Steve suggested a survey of compensation for executive directors. He has expressed to Misty that the meeting notices should be mailed earlier and that they should go out to all the people on the sign-in sheets. Steve has donated office space in his building. Discussion: should Misty be expected to spend a specific amount of time there to give a public face to the BID? Perhaps one or two days. William wondered whether we should tie her down for two days a week but one day seems reasonable. The consensus was that one day and other times by appointment would be about right. **MOTION:** Approve executive director contract with Misty Iwatsu for \$5000/month requiring one regular business day a week at the office and other times by appointment. Either party may cancel the contract with 30 days written notice. **Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**

e. District identity

Misty stated that we are required to publish 4 newsletters a year. Also we will publish a shopping guide and will continue with the holiday decorations. Misty is seeking a grant of \$2000 for holiday decorations from DWP for holiday lighting. Rick offered to have maintenance people drop off newsletters at the businesses. The website will have it when it gets running. Claudia would like to put it on the Facebook page she is operating for Lincoln Heights. Paul suggested that we post it on the Yahoo group. Frank recommended that we put out flyers informing the public that the BID is responsible for the decorations so that there will be no misunderstanding. This will increase support for the BID.

VI. Other business

Steve suggested that we look into a Farmer's Market and a trolley (no tracks) perhaps in coordination with El Sereno and Chinatown. Misty pointed out that we need to do everything in the plan first and everything must benefit the whole district, like the visitor guide. Frank and Sevin agreed to do some research. **MOTION:** The Board will research the possibility of a Farmer's market and a Trolley once the Plan is completed. **Moved: Wada 2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**

VII. Adjournment

**MOTION TO ADJOURN: Aparicio/2<sup>nd</sup> Wada VOTE: unanimous. Adjourned at 3:30PM. Next meeting January 15, 2010**

**Lincoln Heights Benefit Association of Los Angeles**  
**Meeting Minutes- Interim Board of Directors**

Date: Friday, November 13, 2009  
Time: 1:00PM-2:30PM  
Place: 3510 N Broadway, LA 90031

I. Call to Order: Meeting called to order at 1:20, Steve Kasten, chair.

II. Public comment

Steve Kasten reported that the survey of business people indicates satisfaction with the improved cleanliness of the streets. Typical comment "It makes a difference". Ruben said that it is a great improvement. The cleanup crew is doing an outstanding job.

III. Approval of the minutes of 10-9-09.

**MOTION:** Approve the minutes of the meeting on 10-9-09. **Moved: Ackerman/2<sup>nd</sup> Aparicio. VOTE: Unanimous.**

**Minutes approved.**

IV. Introductions In attendance (22): Robert Ackerman, Claudia Agraz William Aparicio, Reginald Cannon, Daniel Castellanos, Ruben Chavez, Andrea Costantini, Stephanie Espinosa, Hortensia Fuentes, Juan Gomez, Bob Hanna, Steve Kasten, Stella Kim, Samuel Lee, Armando Martinez, Vera Padilla, Sevin Riley, Dora Roberts, Frank Rodriguez, Rick Stoff, Susan Velar and Frank Wada.

V. Discussion and Action Items

a. Review of the year

Misty reviewed the accomplishments to date: insurance disbursement, storage place, maintenance contract and new office and phone secured, 3 quarterly reports submitted to City Clerk, contracts with City and Executive Director signed, trash picked up, graffiti removed and bulky items picked up by Chrysalis June-Oct, plants and trees watered June – Oct.

b. Installation of elected Board Members.

Board members (property owners): Robert Ackerman, William Aparicio, Song Choi, Andrea Costantini, Irene Holguin, Samuel Lee, Steve Kasten, Flavio Olivas

Community member: Vera Padilla, Sevin Riley and Frank Wada. They hold two-year terms with elections every year so that we can expand If we want to add board members.

c. Reports from vendors

Rick reported that Chrysalis has a crew of 10 led by Reggie Cannon.

They have received a grant from the city covering labor to clean alleys at no charge to the BID. He has submitted a proposal to Misty for next year's contract. Armando reported that he has been watering the trees every 2 weeks and once a month does the trenches around the trees.

VI. Other business

Steve suggested an ad in the Voice for a year. Also we could challenge El Sereno and Chinatown to cooperate on a trolley. William pointed out there have been DASH cutbacks. Discussion about the old Rose Eye Clinic property. There is a need for parking at the high school -could LAUSD use it for a parking lot? Vera suggested the Principal come to a BID meeting. Ed Reyes announced that the parking rates will be reduced - good news. The BID may be able to influence the amount. Frank Wada commended Reggie for quick removal of graffiti on bench. Frank Rodriguez reported that the sheriff has a data base of graffiti tags. Vera said the High school has one. KFC has resolved the problem with vegetation.

VII. Adjournment

Interim Board meeting adjourned 2:20PM.

**Lincoln Heights Benefit Association of Los Angeles**  
**Meeting minutes of the**  
**Newly Elected Board of Directors**

I. Call to order

Meeting called to order 2:30PM by President Steve Kasten. In attendance: Robert Ackerman, William Aparicio, Andrea Costantini, Samuel Lee, Flavio Olivas, Vera Padilla, Sevin Riley and Frank Wada.

II. Election of officers- Misty passed out ballots to the board members to elect the officers. The results were:

Pres. - Steve Kasten; Vice President - Robert Ackerman; Treasurer - William Aparicio; Sec. - Sevin Riley.

III. Discussion and action items

a. Misty distributed 3 documents for board member signatures: Conflict of Interest Policy, Statement of Confidentiality, and Non-Discrimination Policy. She also distributed the Decision-making Policy of the Board of Directors, which says that all meeting minutes and decisions will be available for public review, only Board members may serve as chairs or co chairs and items must go to a committee before vote by the Board, with certain exceptions. **MOTION:**

Accept the Decision-making Policy as presented. **Moved: Ackerman/2<sup>nd</sup> Kasten. VOTE: Unanimous. Motion passed.**

b. Planters

The trees in the 12 small planters paid for by the City are all dead. Misty passed out a list and pictures of 10 suggestions from NorthEast Trees for replacements. Flavio reported that he has replaced the tree outside his store with a palm from Home Depot which cost \$15. The total would be \$180. Frank Rodriguez said we should get the City to pay. **MOTION: Authorize Misty to ask the City to pay for plants; otherwise the Board authorizes up to \$200 to Flavio to purchase plants. Moved: Costantini/2<sup>nd</sup> Ackerman. VOTE: Unanimous. Motion passed.**

c. Holiday decorations

Misty presented proposals from two vendors: Display Sales and Dekra-Lite for zig-zag trees, poinsettia with LED lights, garlands and bows. These do not include installation and electricity. Display Sales costs \$29,545 and Dekra-Lite costs \$27,230. Dekra-Lite included an estimate for purchase of around \$40,000. Steve suggested we could decorate every other pole to save money. The new money will come in some time after April 2010. Andrea said he thinks security is a higher priority. He described the theft problems at Stadco. Robert said his priorities are: 1) cleaning 2) security 3) pressure washing and 4) decorations. Misty pointed out that all four are mandated in the Plan. We have spent \$77,000 and have \$223,000 left for Nov-Feb.

d. Security

Misty presented bids for security services from All Action Security Group, American Guard Service, General Security Service and Post. She has worked with Post and so has the Chamber and they were satisfied. The bids were for 1 armed officer and one armed vehicle, 16 hours per day, 7 days a week. The hours would be from noon to 4AM to cover the bar closing hour. Flavio suggested using bike patrols like downtown does – the Voice has offered to recruit cyclists from the Bike Club. The problem is with training. The suggestion was made to ask Austin Fernald to the next meeting.

**MOTION: Misty will develop an action plan with budget for the 4 priorities with a reserve fund and present it to the next meeting to be held on Friday, November 20. Moved: Ackerman/2<sup>nd</sup> Aparicio. Discussion: After we have some numbers, Misty can go to the vendors and ask what they can do for that amount. VOTE: Unanimous. Motion passed.**

e. Other business

The trees need to be watered again this month. **MOTION: Approve \$834 for tree watering for one month. Moved: Aparicio/2<sup>nd</sup> Padilla. VOTE: unanimous. Motion passed.**

III. **Motion to Adjourn: Kasten/2<sup>nd</sup> Ackerman. VOTE: unanimous.**

Meeting adjourned at 3:25PM.

Minutes taken by Sevin Riley, Secretary

## Meeting minutes of the Lincoln Heights Benefit Association of Los Angeles

Date: Friday, October 9, 2009

Time: 2:00PM-4:00PM

Place: Aztecs Rising, 3516 N Broadway, LA 90031

I. Call to Order Meeting called to order at 2:12, Steve Kasten, chair

II. Public comment

Councilmember Ed Reyes attended briefly to show support and to congratulate us on our Board elections. Robert brought up the issue of hardship rebates, which the City Clerk says are against state law. Richard said that we are renegeing on our promise to property and business owners at an earlier meeting when the Councilman said that we could do it. Councilman reiterated that he didn't say that they could do the hardship the way that the board was going about it.

III. Approval of the minutes of 9-11-09.

Richard said that the two comments "Unsure on legality of vote" should be deleted. Frank pointed out that he raised the issue of whether there was a quorum present at that meeting. **MOTION: Insert in the minutes that Frank questioned the existence of a quorum. Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: 7 ayes, 2 nays, 10 abstentions. Motion passed.** Richard asked that the word "opined" after his comment be changed to "stated". Richard stated that the motion to continue current hardship/rebate policy for another year should have said "permanently." **MOTION: Change "Continue the current hardship/rebate policy for another year" to "permanently". Moved: Macias/2<sup>nd</sup> Ackerman. Discussion: Frank and Sevin and William recalled that the motion was for one year. VOTE: 2 ayes, 3 nays, all others abstained. Motion defeated. MOTION: Approve the minutes of the September 11, 2009 meeting. Moved: Wada/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.** Steve asked that the meeting be recorded. Richard objected. George said that most NC meetings are recorded. The meeting was not recorded.

IV. Introductions: In attendance (23): Robert Ackerman, William Aparicio, Anthony Carrasco, Andrea Costantini, Martin Espadas, Jose Gardea, Steve Kasten, Stella Kim, Salvador Lazoro, Fred Limon, George Magallanes, Richard Macias, Armando Martinez, Flavio Olivas, Ann Marie Piersol, Ed Reyes, Sevin Riley, Dora Roberts, Marisol Salguero, Rick Stoff, Luis Valenzuela, Paul Visconti, and Frank Wada.

V. Discussion and Action Items

a. Elections/nominations

The last date for nominations to the board is today. Misty pointed out that one owner gets one vote, no matter how many properties he/she owns. At least two thirds of the Board must be property owners. Misty has received the following property owner nominations (9):

William Aparicio (self-nominated)  
Steve Kasten (self-nominated)  
Song Choi (self-nominated)  
Alice Corona (self-nominated)  
Robert Ackerman (self-nominated)  
Flavio Olivas (self-nominated)  
Irene Holguin (nominated by Arroyo Vista)  
Rev. Samuel Lee (nominated by Young Nak)  
Andrea Costantini (nominated by Stadco)

Misty has received the following community member nominations (5):

Frank Wada (nominated by EastWest Bank)  
Vera Padilla (nominated by Fierro Investments)  
Sevin Riley (nominated by Juan Gomez and Joseph Giovannini)  
Salvador Lazaro (nominated by Fred Limon)  
Jagbir Gerwal (nominated by Luis Venezuela)

Misty will research the nominations to make sure they are all eligible.

William, Robert and Sevin were selected as ballot counters. Andrea asked if Stadco could send a proxy. A proxy can participate but not vote. An absent board member can vote via a conference call. Suggestion that we obtain a dedicated phone for that purpose.

b. Update maintenance

Rick Stoff submitted the report for Sept – total 790 trash bags and 13,430 pounds of trash removed, 81 graffiti's removed. He adjusted the schedule for extra coverage of the sidewalk sale. Chrysalis has received a grant from the city covering labor to clean alleys at no charge to the BID. Armando reported that he has been watering the trees every 2 weeks and once a month does the trenches around the trees. The small trees in the planters have died because of no water in the hot summer.

c. Financial statements

William submitted Profit and Loss Budget vs. Actual showing total assessments of \$500,222.79 (\$98,859.21 less than our budget) and total expenses of \$85,923.41, leaving \$414,299.38. **MOTION:** Approve the financial statement as presented. **Moved: Ackerman/2<sup>nd</sup> Costantini. VOTE: Unanimous. Motion passed.**

d. Hardship

Misty presented a letter from June Lagmay, City Clerk, stating that "a hardship reimbursement plan is not permitted by the Lincoln Heights BID's Management District Plan. Refunding the assessments would be a violation of the law." No hardship reimbursements have been made.

e. Annual meeting

November 13, 2009 at 1:00PM is the annual meeting. The new Board will be installed with catered food. There will be a report from the vendors and a Board training session.

f. Contract renewal – tabled for lack of time.

Misty presented a list of accomplishments to date.

VI. Other business -

**MOTION:** Approve \$834.00 for tree watering for two months. **Moved: Ackerman, 2<sup>nd</sup> Costantini. VOTE Unanimous. Motion passed.**

VII. Adjournment

**Motion to adjourn: Ackerman/2<sup>nd</sup> Constantini. VOTE: Unanimous. Meeting adjourned at 4PM.**

Minutes taken by Sevin Riley, Interim Assistant Secretary



**Meeting Minutes of the  
The Lincoln Heights Benefit Association of Los Angeles**

Date: Friday, September 11, 2009  
Time: 2:00PM -4:00PM  
Place: Aztecs Rising, 3516 N Broadway, LA 90031

I. Call to Order

Meeting called to order at 2:10PM, Richard Macias, chair in Steve Kasten's absence

II. Public comment - none

III. Approval of the minutes of August 14, 2009

**MOTION:** Approve minutes of the August 14 meeting. **Moved: Ackerman/2<sup>nd</sup> Wada**

**VOTE: unanimous. Motion passed.**

IV. Introductions

In attendance (13): Robert Ackerman, William Aparicio, Juan Gomez, Misty Iwatsu, Sandy Lee, Richard Macias, Armando Martinez, Jorge Quijada, Sevin Riley, Frank Rodriguez, Marisol Salguero, Rick Stoff and Frank Wada.

V. Discussion and Action Items

a. Hardship/Rebate

Sandy reported that business owners are laying off workers. She thinks the money for the assessment would be better spent on employees. William read a letter from Steve Kasten asking the property owners to stay the course; the economy is looking up. Misty reported that 5 property owners have requested a hardship rebate but three did not present proof of payment. Richard said that the County Clerk has the record of payment. Misty stated that the hardship may be in violation of state law.

**MOTION:** If county records show that the assessment was paid, there is no need to show proof of payment unless there is a dispute between the property owners and the tenant. **Moved: Ackerman/2<sup>nd</sup> Rodriguez. VOTE: majority voted aye on a voice vote. Motion passed.** (Unsure on legality of vote)  
Discussion over whether a property owner who receives a rebate is eligible to be on the Board. The Bylaws say "property owner" means someone who is current on the assessment payments. Richard opined that there is no inconsistency between receiving a rebate and being current on assessments. Bob questioned whether everyone received the letter with the rebate request form. They went out to the addresses where the tax bill goes.

Bob said that the property owners didn't realize they were going to be assessed so much. They had two opportunities to vote on the assessment—the petition and the ballot. He said that the retail climate is not improving.

Frank Rodriguez requested to see the final tally of who voted for and against the BID. Misty said that the City Clerk received two complaints about not getting adequate services. **MOTION:** Remail the request for hardship refund as soon as possible. **Moved: Riley/ 2<sup>nd</sup> Macias VOTE: unanimous in favor. Motion passed.**

Misty stated that the deadline for changing the assessments was August 31 – at \$13 per parcel charge has passed. Richard suggested extending the current rebate system for another year. Misty stated that it would be more appropriate for the new board to make that decision. **MOTION:** Continue the current hardship/rebate policy for another year. **Moved: Ackerman/2<sup>nd</sup> Lee. VOTE: ayes in the majority on a voice vote. Motion passed.** (Unsure on legality of vote)

b. Nomination committee

The tentative Election Calendar was presented in the meeting packet. Today is the day for the President to solicit nominations. Two thirds of the board members must be property owners. The board will consist of not less

than 9 members and not more than 23. October 9 is the final date to submit a completed nomination petition. The election meeting and the annual meeting will be held at the same time on November 13. There will be food and review of actions. Bob nominated Steve Kasten. William Aparicio nominated himself. Juan Gomez nominated Richard Macias. The Executive Board will be selected at the first meeting of the full board. Each Property owner can nominate one person. **MOTION:** Approve the election calendar, letter and instructions. **Moved : Riley/2<sup>nd</sup> Aparicio. VOTE: unanimous. Motion passed.**

c. Update maintenance

The trees need to be watered two more times before the next meeting.

**MOTION:** Approve \$834 to water the trees twice in September. **Moved: Rodriguez/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**

d. Financial statements – tabled for lack of time

VI. Other business – none

VII. Adjournment

**Motion to adjourn: Aparicio/2<sup>nd</sup> Wada. VOTE unanimous. Meeting adjourned at 4PM**

Minutes taken by Sevin Riley, Interim Assistant Secretary

**Meeting Minutes of the  
The Lincoln Heights Benefit Association of Los Angeles**

Date: Friday, August 14, 2009

Time: 2:00PM -3:30PM

Place: Aztecs Rising, 3516 N Broadway, LA 90031

1. Call to Order

Meeting called to order at 2:10PM, Steve Kasten, chair`

2. Public comment

Stella Kim announced the Young Nak Community Festival on October 10-11. All invited. The proceeds go to worthy nonprofits in Lincoln Heights. She will bring flyers to the next meeting.

3. Approval of the minutes

**MOTION:** Approve minutes of the June 26 meeting. **Moved: Ackerman/2<sup>nd</sup>**

**Wada** Discussion: Correction to item VI Rebate Committee - Steve Kasten is also on that committee. **VOTE: Unanimous. Motion passed.**

**MOTION:** Approve minutes of July 24 meeting. **Moved: Ackerman/2<sup>nd</sup> Wada.**

**VOTE: Unanimous. Motion passed.**

IV. Introductions

In attendance (15): Robert Ackerman, William Aparicio, Steve Chai, Irene Holguin, Misty Iwatsu, Ponciano Jara, Steve Kasten, Stella Kim, Richard Macias, Armando Martinez, Sevin Riley, Jesse Rosas, Rick Stoff, and Frank Wada and Lex Yoo, .

V. Discussion and Action Items

a. Hardship/Rebate

Steve reported that the committee met and drafted a letter to be sent to property owners along with the Hardship Reimbursement Request and Instructions. **MOTION:** Approve the letter to property owners regarding hardship reimbursement with the following changes: 1) Remove the sentence "The Lincoln Heights Benefit Association of Los Angeles currently has \$100,000 set aside for hardship reimbursements", Approve the Hardship Reimbursement Request with the following changes: 1) Strike the option of "Other" under amount of request and 2) insert % after 66 2/3. **Moved: Macias/2<sup>nd</sup> Rosas.** Discussion: Misty said that the actual amount available as rebates is \$100,000 - \$60,000 under contingency and \$40,000 moved from other items (10% can be moved). Richard felt that the sentence would suggest that we might not honor anything requested over that amount. Misty pointed out that we are required by city contract to fulfill everything that is in the management plan. William thinks the \$100,000 should be noted or else it seems that there are unlimited funds to rebate. What will happen if more than \$100,000 is requested? We will have to close operations and shut down the BID. Rick suggested we include more names of people who will not ask for a rebate, not just Steve's. Richard felt that would suggest we are trying to influence the property owner. Discussion of changing the date of the deadline – decided to keep it the end of September. **VOTE: 13 ayes, 1 nay. Motion passed.** In the October meeting we will approve all requests and adjust our budget. Misty will bring proof that all requests were actually paid.

b. Maintenance Update

Rick reported totals of bags of trash picked up (860), trash removed (19780 lbs), bulk items removed (4), totals graffiti (227) If there is sidewalk graffiti, contact Misty. Jesse wants more attention to the corner of Broadway and Daly as it has the most litter and graffiti. Steve asked if there could be extra pickup on the days of the Sidewalk Sale August 28-30. Rick said that resources can be shifted. Richard asked that the tops of the trash cans be washed. They all need it.

c. Pressure washing - contract will have to wait until we know what the budget will be.

d. Storage contract –

Rick can't move in until the contract is approved by the Board. It is very inconvenient to have to haul off every load. **MOTION:** Approve the lease agreement with the Hywall Corporation with the following changes: 1) Item 1.5 Change date to September 1, 2009; 1.7 (a) change dates to September 1, 2009 –February 28, 2010; Item 1.7 (b) change dates to 9/1/09 to 2/28/10; Item 1.7 (e) add "storage of dumpster and graffiti removal supplies". **Moved: Rosas/ 2<sup>nd</sup> Wada VOTE: Unanimous. Motion passed. .**

e. Security contract – postpone until October

f. Promotion and publicity

Misty would like to do a tour guide and a Directory of Businesses. She will contact the Chamber re businesses in Lincoln Heights. She can ask the City clerk for a listing of businesses licenses in Lincoln Heights. Irene suggested putting coupons in a booklet. We can ask the businesses to buy an ad after they are listed. We should send someone around to canvass. Sevin would like to do that.

g. Holiday decoration

Misty passed around two catalogs of decorations. We will have to wait until October to decide. Decorations should go up November 1.

h. Financial Statements

William presented the Profit and Loss Budget from January 1- August 14 showing total income of \$500,222.79, total expenses of \$50,806.10 and net income of \$449,416.69. We actually haven't spent \$3150 for storage yet, so the net income is higher. We bought T shirts for Board members. Quarterly newsletters are mandated.

i. Interim Board of Directors applications

Misty passed out the application forms.

VI. Other Business

(a) **MOTION:** Approve \$534.00 to H2O Pressure cleaning for watering all trees and plants in the month of August. **Moved Aparicio/2<sup>nd</sup> Kasten** Discussion: This item was accidentally omitted from the agenda, but it is urgent that the trees be watered in August, as they may die. Therefore a telephone vote was taken by the Secretary. Jesse stated that the vote should be taken at the meeting only. **VOTE : 7 ayes, 1 nay, 2 abstentions. Rick Stoff and Armando Martinez recused themselves. Motion passed**

VII. Meeting adjourned 3:45PM

Minutes taken by Sevin Riley, Interim Assistant Secretary

Meeting Minutes of the The Lincoln Heights Benefit Association of Los Angeles

Date: Friday, July 24, 2009

Time: 2:00PM

Place: 3516 N Broadway, LA 90031

1. Call to Order

Meeting called to order at 2:10, Steve Kasten, chair

Note: The meeting date was changed from July 17 in order to accommodate the City Clerk, who was originally scheduled to report on hardship reimbursement. Notification was by phone call and email.

2. Public comment - none

3. Approval of the minutes of June 26, 2009

Richard requested corrections to the minutes as follows: II. Public comment - 'none' instead of 'none recalled'; IV. Introductions - include last names of members present: Steve Kasten, Robert Ackerman, William Aparicio, Rick Stoff, Misty Iwatsu, Armando Martinez, Reginald Cannon, Paul Visconti, Frank Wada and unknown guest; V. Discussion and Action items a. ii Storage - Correct motion to read '**MOTION:** Authorize Steve and Misty to rent storage space and sign lease at 2414 N Broadway for \$800/month or to rent and sign lease for alternative space for \$400/month. **Moved: Ackerman/2<sup>nd</sup> Aparicio VOTE: Unanimous. Motion passed.** Correction to Item V. a. v. Watering treewells: **MOTION:** Approve a two week contract with Armando Martinez to provide of tree maintenance including watering, digging and trash removal twice: the first time for \$720.65 and the second time for \$534.75. **Moved: Ackerman/2<sup>nd</sup> Visconti. VOTE: unanimous. Motion passed.** Approval of the corrected minutes tabled until next meeting.

IV. Introductions

In attendance (16): Robert Ackerman, Salvador Alvarez, William Aparicio, Reginald Cannon, Anthony Fairfield, Jose Gardea, Misty Iwatsu, Steve Kasten, Richard Macias, Armando Martinez, Sevin Riley, Frank Rodriguez, Jesse Rosas, Rick Stoff, Paul Visconti and Frank Wada.

V. Discussion and Action Items

a. Hardship/Rebate

Steve reviewed the history of the board's decision to give back up to 2/3 of the assessment to whoever requested it. Misty pointed out that if it is called a rebate, it must be across the board. If it is called a hardship reimbursement, property owners can apply for it. This is the policy in place in Highland Park and Chinatown. No hardship reimbursement has ever been given in Highland Park.

Hardship Reimbursement Policy Application Forms for the Lincoln Heights Benefit Association were provided by New City America. Richard objected to the requirement that property owners document need for the rebate we should take their word for it. Jose pointed out that it is a delicate balancing to provide the needed services to upgrade the corridor without bankrupting the property owners.

Misty pointed out that some property owners are calling to ask why they are not getting all the services, such as steam cleaning. The owners need to see the benefits. Everyone agreed that it is bad timing to increase the assessment in an economic downturn. Property owners were shocked at the increase. Richard suggested that some property owners may vote to end the BID if required to document hardship. Anthony suggested all rebates should be the same amount regardless of assessment. Steve pointed out that the rebate requested could be less than 2/3 of the assessment.

Discussion about the Hardship when the tenant actually paid the increase, Steve suggested that the notification of the hardship policy sent to the property owners should advise them to refer it to the tenant if the tenant paid it. Richard said that tenants should also get the letter. Misty said she does not have that information and there are multiple tenants. She said that the limit in rebates is \$59,000 from contingency fees and 10% of the total from other categories. What if the hardship reimbursement requests exceed that? Jose will talk to the City Council and get advice. **MOTION:** Steve Kasten and Richard Macias will develop a clear and concise letter to be mailed to the property owners describing

the hardship reimbursement process. They will present it at the next meeting for board approval.

**Moved: Ackerman/2<sup>nd</sup> Wada. VOTE: unanimous. Motion passed.**

b. Update maintenance

i. Pressure washing – tabled to next meeting

ii. Storage- Steve said a lease has been signed for storage place at 108 E Avenue 26. It is 675 square feet for \$400. Discussion about whether the owner is in the BID area, which would be self-dealing – Misty said he is not. Richard requested that a copy of the lease be presented to the Board at the next meeting including the name of the owner. There was a need to complete the lease quickly so that Chrysalis can start to remove graffiti.

iii. Tree maintenance- Armando watered and weeded and cleaned out tree wells twice in July. The plan was to do it every two weeks. The contract was for the first two times (see corrected minutes). Armando reported that he can now reduce the price for the second pass through to \$300, since much of the trench work has been done. **MOTION:** Approve a second two-week tree maintenance contract with Armando for August 3 @ \$534.00 and August 17 @ \$300. **Moved: Ackerman/2<sup>nd</sup> Rosas. VOTE: Unanimous. Motion passed.**

c. Security - tabled until next meeting

d. Interim Board of Directors applications - tabled until next meeting

V. Other business

a. Meeting time

Frank Rodriguez requested that the meeting time be changed to late afternoon or evening. We would need to survey potential board members. Bob suggested that a questionnaire could be included with the letter sent out regarding hardship. Frank agreed to table to subject until we have more input.

b. Secretary- Sheri has notified Misty that she can't make it for the next few meetings.

**MOTION:** Sevin will act as interim secretary. **Moved: Ackerman/2<sup>nd</sup> Wada VOTE: unanimous. Motion passed.**

VII. Meeting adjourned 3:50PM

Minutes taken by Sevin Riley, Interim Secretary



# Lincoln Heights Benefit Assoc. of Los Angeles

5651 Fallston St., L.A., CA 90042

323-255-5030

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## Meeting Minutes of the Lincoln Heights Benefit Association of Los Angeles

Date: Friday, June 26, 2009

Time: 2:00 PM

Place: 3516 N. Broadway, LA 90031

### I. Call to Order

Meeting called to order at 2:15, Steve Kasten, Chair

### II. Public Comment

None

### III. Approval of Minutes of May 15, 2009

Motion: Bob A, Second: William A- Approved

### IV. Introductions

Partial List: Steve Kasten, Bob Ackerman, William Aparicio, Paul Visconti, Rick Stoff, Misty Iwatsu, Armando Martinez, Reginald Cannon, Frank Wada, Manual Velasco, Ray Reyes, Trevor Kale

### V. Discussion and Action Items:

#### a. Update Maintenance

Intro Staff and Crew

##### i. Dumpster

##### ii. Storage- Investigate and approved to sign lease for one of the following:

Motion: Bob A, Second: William A

Option 1: Rent for \$800/month, Location: 2414 N. Broadway-  
Approved

Option 2: Rent for \$400/month, Location: 108 E. Ave. 26- Approved

##### iii. Shirts/Logo

New Temporary Logo Presented and shirts passed out.

##### iv. Pressure Washing

Proposals submitted

##### v. Watering, digging, and trash removal in tree wells

Motion: Bob A, Second: Paul V.

Initial Tree maintenance \$720.65 1<sup>st</sup> Time, then 2<sup>nd</sup> time \$534.75/week  
to be done before next meeting.- Approved two week contract

#### b. Interim Board of Directors

Paperwork submitted

#### c. Farmers Market

Location: Ave 24 and Broadway- Discussion item, no action taken

### VI. Other Business

Rebate Committee

Richard M. Chair and Bob A. Member

Property Owner to receive check

### VII. Adjournment

3:50 PM

Next Meeting: Friday, July 17 at 2:00 PM

Minutes taken by Frank Wada

## Meeting Minutes of The Lincoln Heights Benefit Association of Los Angeles

**Date:** Friday, May 15, 2009

**Time:** 2:00PM

**Place:** 3516 N Broadway, LA 90031

### 1. Call to Order

Meeting called to order at 2:10, Steve Kasten, chair.

### 2. Public Comment

Ray Reyes complained that Lincoln Heights never changes and the City will keep all the money. Misty pointed out that BIDs get audited and that it is not City money. Steve urged everyone to give it a chance.

### 3. Introductions

In attendance (13): Rick Stoff, Misty Iwatsu, Ray Reyes, Mercedes Hernandez, Armando Martinez, Sevin Riley, Manuel Velasco, Paul Visconti, Ruben Chavez, Harish Solanki, Mike Fong, Steve Kasten and William Aparicio.

### 4. Discussion and Action Items

**a. Approval of minutes of 4-27-09** – no minutes presented

#### **b. Interim Board of Directors**

Two-thirds must be property owners. Three Board members present volunteered to serve on the Interim Board: Frank Wada, William Aparicio and Steve Kasten.

Since William and Steve are property owners that fulfills the requirement that 2/3 of the Board must be property owners. They are the Interim Board of Directors. Misty will send a letter out to all property owners asking if they would like to serve on the Board of Directors.

#### **c. Executive Director**

Misty presented a contract describing the services she offers under the headings of legislative liaison, creation of identity, organizational management, goal setting and contract negotiation. Compensation is to be at a 2009 rate of \$4500/ month from March to December, increasing to \$5000 or \$60,000/year in January 2010. Discussion: Misty is operating the North Figueroa Business District, so she knows how to do it. Steve pointed out that no one else knows how. She could possibly bring in a Farmers Market like the one in Highland Park. Steve questioned whether her salary for 09 should go back to March, suggesting that it begin in June, although she has done a lot of work. William suggested that the 5% annual increase be negotiated annually, instead of being automatic. Steve advised including a clause regarding cancellation with 30-day notice by either party.

**MOTION:** Hire Misty Iwatsu as Executive Director of the Lincoln Heights Benefit Association. Begin her salary in June 2009 at \$4500/month through December 2009. In 2010 her salary will be \$60,000/year or \$5000/month with a possible 5% increase to be negotiated annually. Payment is at the end of each month. Either party may cancel the contract with 30 days written notice. **Moved:** Aparicio/2<sup>nd</sup> Chavez. **VOTE: unanimous.**

#### **c. Insurance**

William reported that we need two policies: one for general liability and one for directors and officers. He obtained a high estimate for \$4328 for general liability and after shopping around, found an estimate for \$750. The city requires insurance for 2 million general liability. He has an estimate for \$1300 for directors and officers. Insurance was one of the items required by the city in order to get our money—also articles of incorporation, bylaws and a bank account, which we have obtained. He will FAX the items to Rick Scott at the City Clerk and we should have the money by next Friday. Currently we have \$500, 222.00, but that will be reduced an unknown amount by the rebates.

#### **d. Security** –tabled until next meeting

#### **e. Maintenance**

Rick Stoff of Chrysalis presented two proposals for maintenance. The first includes sweeping sidewalks & gutters, weeding and trash cans and costs \$11,187 /month The second includes in addition graffiti removal and bulky items and costs \$13,813. The second has longer hours. Tree watering is not included. Rick offered to make a separate proposal for that, since it involves a truck containing water.

Rick says that it changes attitudes to see workers out in T shirts with the name of the organization. Mando has not made up a proposal because of the uncertainties. He agreed to work with Rick on his proposal. Misty recommends the second proposal because it has longer hours. William pointed out that if we give back 2/3 of the money, that will leave \$166,000. However, most of the property owners probably won't ask for the money back. Paul asked if the trees won't need pruning. It will not be in the budget this year. **MOTION:** Approve \$13,813 per month for cleanup of business district including emptying trash cans, cleaning street furniture, bulky items, cleaning sidewalks and gutters,



removing weeds and graffiti. Other services may be added with additional money. **Moved:**

**Wada/2<sup>nd</sup> Chavez VOTE: 12 ayes, 1 nay. Motion passed.**

**f. Hardship policy**

The vote by the Board to refund 2/3 did not mention hardship- any property owner who asks can receive the rebate. Misty suggested that a hardship policy be put in place beginning 2010 with hardship exemption criteria. She provided two sample forms. This year it will not be a hardship refund but next year the applicant will have to prove hardship. Steve and Misty will work on a letter to property owners concerning the rebate that doesn't mention hardship. Discussion about whether the property owner or the business owner receives the refund if the business owner paid it and can show a cancelled check. It was decided that the liability is on the property owner; only he can get the refund. We are required by the Bylaws to have a contingency fund of \$100,000; we can refund a portion of that money.

**g. Assessments 2009/2010**

**MOTION:** Keep the assessment the same – no increase. **Moved: Kasten/2<sup>nd</sup> Wada Discussion:** Everyone agreed that it is a bad time to increase the assessment. **VOTE: Unanimous. Motion passed.**

**5. Other Business – none**

**6. Adjourned - 4:00PM**

**7. Next meeting: Friday, June 12, 2pm**

Minutes taken by Sevin Riley

# Meeting minutes of the The Lincoln Heights Benefit Association of Los Angeles

Date: Friday, March 27, 2009

Time: 2:00PM

Place: 3516 N Broadway, LA 90031

## 1 & 2. Welcome, introductions

Meeting called to order at 2:20, Richard Macias chair.

In attendance: Rick Stoff, Misty Iwatsu, Robert Ackerman, Richard Macias, Sevin Riley, Rafael Germin, Ann Marie Piersol, Ruben Chavez, Steve Kasten and William Aparicio

## 3. Approval of minutes of 2-27-09 – no minutes presented

## 4. Status on payment of City Funds to Benefit Association

William received information from the City showing that \$204,417 has been paid of the assessment and \$53,000 has not been paid.

## 5. Report from Finance Committee

### a. Status of transfer of City Funds to the BID

William reported that we cannot have access to the money paid until we have 2 items: the tax ID number from the IRS and the Insurance documents including liability and workman's compensation. Marco Limandri is handling that. He said it might take 6 months. Misty said it took them 6 weeks. William will try to find out why the delay. There is a fee to the City for handling of 2-5%.

### b. Status of insurance

A quote for \$5-6000 was received for insurance – too high. Misty reported that the Hi Park Merchants Association pays less – we should contact their provider.

### c. Opening bank account

William reported that the BofA wants more paperwork. We should try EastWest Bank. They may all have the same requirements. We need to pay for the insurance before we can get the bank account.

### d. Setting up office, phone number

Richard reported that the plan is to operate out of the Chamber offices and to share clerical services. We will need a separate phone number. We can't get that until we have access to the money.

### e. Creating a working budget

This is held up by the problem of the incomplete paperwork. Misty said the City should be willing to advance money. William will ask Rick Scott of the Office of the City Clerk see if we can get an advance. He is helpful.

### f. Process for deciding on reimbursement

The City has sent William a list of who paid. Only those who request reimbursement will get it.

## 6. Creation of subcommittee for review of proposals for cleaning services.

Rick Stoff from Chrysalis asked when we expect to start cleaning the streets. With the money we will have – somewhere between \$50,000 and \$100,000 - we won't be able to do much more than basic cleaning. Misty highly recommends Chrysalis. They do cleanup for 11 BIDs so far. Ed Reyes is still providing cleanup services but he is waiting for the BID to kick in. Mike Fong was supposed to come to this meeting. Steve pointed out that the fiscal year starts in July – we will have more money then. Rick can give us an estimate with a range of different services at different prices. William showed a map of the three benefit districts with three levels of service. We want them all to wear T-shirts advertising the BID for pr. Graffiti is bad lately.

## 7. Possibility of new trash cans from the city.

We can always get the wire ones through Ed Reyes.

## 8. Branding the district – tabled to later meeting

Adjourned 3:20PM

Minutes taken by Sevin Riley



INTERIM BOARD OF DIRECTORS  
 LINCOLN HEIGHTS BENEFIT ASSOCIATION OF LOS ANGELES  
 JANUARY 23, 2009, 2:00 P.M.  
 3516 NORTH BROADWAY, LINCOLN HEIGHTS

Present: Ann Marie Piersol, Frank Wada, William Aparicio, Ruben Chavez, Robert Ackerman, Armando Martinez, Richard Macias, Sampson Chan, Robert Quijada, Mila Hanna, Vira Martinez, Avelino Rodriguez, Teresa Esparza, Sandy Lee, Juan Gomez, Kelly Lee, Young Lee, Young Sil Peck, Yui Ju Chung, Oscar Garcia, Steve Kasten

Council Office Rep: Mike Fong

Temporary Consultant: Marco Li Mandri, New City America

*DISCUSSIONS HELD AND DECISIONS MADE BY THE INTERIM BOARD OF DIRECTORS*

SUBJECT	DISCUSSION	ACTION?
Introductions	Steve Kasten, the Interim President called the meeting together at 2:10 p.m. Introductions were made.	<b>No action taken</b>
Minutes	The minutes of the January 9 <sup>th</sup> meeting were reviewed.	<b>Bob Ackerman moved and William Aparicio seconded the adoption of the minutes as presented. (The minutes did not have a roster who attended). The minutes were approved unanimously.</b>



Bylaws	Marco went over the bylaws as distributed at the January 9 <sup>th</sup> meeting. Sampson stated that there were some discrepancies that had to be cleared up in Articles IV and V. Marco stated he would clarify the points.	<b>Bob Ackerman moved and Reuben seconded that the bylaws, contingent upon the amendments stated, be approved. The motion to approve the minutes was approved unanimously</b>
Insurance	The LHBA must have insurance in place prior to the transfer of funds by the City. Marco's staff has sent William some potential agents to carry the insurance.	<b>Frank moved to authorize William to move forward with securing insurance as soon as funds are available. Ann Marie seconded the motion. The motion was approved unanimously</b>
Discretion of Treasurer to Expend funds	Discussion was held on the threshold of checks that would mandate a second signature for disbursement of funds by the treasurer.	<b>After discussion, Reuben moved and Teresa seconded that William, as Treasurer be allowed to expend funds up to a \$5,000 threshold without needing a second signature. The motion was approved unanimously.</b>
New Board Policies	Marco had submitted two board policies for review and consideration. He stated that he thought that adoption of these policies might advance the Board's processes.	<b>Richard stated that there was no need for either the decision making or hardship policy. The Board agreed by consensus. No action was taken.</b>
Reimbursement of property owners during first year of the district	At the January 9 <sup>th</sup> meeting, the Board had agreed to adopt a 50% budget in order to funds basic services during the 2009 calendar year. Richard stated that 2/3 of the BCBD's funds should be reimbursed upon request. Marco stated that the Board should adopt a budget and set aside an amount, to reimburse property owners/business owners based upon request on a case by case basis. Richard spoke against that idea and stated that 2/3 should be returned	<b>After a lengthy debate, Richard moved and Teresa seconded that up to 2/3 of the paid assessment would be reimbursed to property owners upon request for calendar year 2009. It was further stated that only the person who paid the assessment could be reimbursed.</b>

	without condition. Bob Ackerman agreed with Richard. A lengthy discussion followed. Steve Kasten stated that we should not undercapitalize the district and he wasn't sure if \$200,000 was enough to perform the services and run the corporation, further discussion followed.	<b>The motion to refund up to 2/3 of the assessment upon request by any payee was approved unanimously.</b>
Marco's role	Marco stated that his temporary contract was just about completed. He would not be attending any more meetings as he was paid to set up the corporation (done), recommend insurance carriers (done) and oversee the first transfer or assessments to the management corporation (in process). He wished the group good luck in the future.	<b>No action taken</b>
Next Meeting	The next meeting of the interim Board will be held on Friday, February 6 <sup>th</sup> , at 2:00 p.m. at the same location.	<b>No action taken</b>
Adjournment	The meeting was adjourned at 3:30 p.m	

Minutes taken by Marco Li Mandri/New City America, Temporary Consultant